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## 1220.0 - ANZSCO -- Australian and New Zealand Standard Classification of Occupations, 2013, Version 1.2

**ARCHIVED ISSUE** Released at 11:30 AM (CANBERRA TIME) 26/06/2013

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The Australian and New Zealand Standard Classification of Occupations (ANZSCO) First Edition (cat. no. 1220.0) was released in September 2006. ANZSCO was revised in June 2009 as a result of minor changes to the classification structure and definitional changes for some occupations.

This release is the second revision of ANZSCO and follows a minor review which was restricted to considering changes to categories at the occupation (six digit) level (the finest level). Updates include additions and deletions of occupations, specialisations and alternative titles; the splitting and merging of existing occupations; and revisions to principal occupation titles and lead statements describing them.

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### A targeted update of ANZSCO has concluded

The updated content can be found in the latest release of [ANZSCO](#).

It includes updates related to agriculture, cyber security and naval shipbuilding occupations. The latest release also contains updated features and navigation, including:

- ability to browse and interact with the classification structure
- improved links through the left hand navigation
- ability to search terms in the classification structure with classification search
- ability to search across all content in ANZSCO with multipage search

### Summary of Changes to ANZSCO

The ABS and Statistics New Zealand (SNZ) have completed a review of the Australian and New Zealand Standard Classification of Occupations (ANZSCO). The resulting classification (ANZSCO Version 1.2) builds on a review conducted in 2009 (ANZSCO First Edition, Revision 1) following the classification's introduction in 2006.

ANZSCO Version 1.2 implements changes to the occupation (6-digit) level to add newly emerging occupations; delete or merge declining occupations; change titles of occupations and amend alternative titles or specialisations within an occupation. A small set of changes at the next highest level of the classification (the unit group) were made but were limited to changes in unit group titles, relevant lead statements and lists

of tasks.

New occupations were added where a minimum size guideline of 300 full-time employees in Australia and/or 100 full-time employees in New Zealand was satisfied. Statistical viability ensures occupations are able to be accurately and consistently identified in statistical surveys, censuses and administrative datasets.

The number of occupations identified in ANZSCO Version 1.2 represents a net increase of nine compared to ANZSCO First Edition, Revision 1. Of the new occupations created, one was in Major Group 1 (Managers), six in Major Group 2 (Professionals), two in Major Group 3 (Technicians and Trades Workers) and one in Major Group 4 (Community and Personal Service Workers). One occupation was deleted from Major Group 2.

The following table indicates the number of categories at each level for the respective versions of ANZSCO.

Hierarchical Level	ANZSCO Version 1.2 (2013)	ANZSCO Revision 1 (2009)	ANZSCO (2006)
Major Group	8	8	8
Sub-Major Group	43	43	43
Minor Group	97	97	97
Unit Group	358	358	358
Occupation	1 023	1 014	998

The following table shows the distribution of categories within the respective major groups in ANZSCO Version 1.2.

Major Group	Sub-Major Groups	Minor Groups	Unit Groups	Occupations
1 Managers	4	11	38	99
2 Professionals	7	23	100	318
3 Technicians and Trades Workers	7	21	66	179
4 Community and Personal Service Workers	5	9	36	105
5 Clerical and Administrative Workers	7	12	33	80
6 Sales Workers	3	5	19	37
7 Machinery Operators and Drivers	4	7	22	77
8 Labourers	6	9	44	128

A complete list of changes (by code number) is available in [ANZSCO Version 1.2](#) on the downloads tab.

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**This document was added or updated on 05/07/2013.**

**29/03/2016** - This release includes the addition of the specialisation 'Martial Arts Instructor' to the occupation 452317 Other Sports Coach or Instructor on the 4523 Unit Group page and associated changes to data cubes, as well as some minor typographical corrections.

**04/10/2013** - This release includes a data cube concordance between 6-digit ANZSCO v1.2 occupations and 4-digit unit groups in the latest version of the International Standard Classification of Occupations (ISCO-08).

**05/07/2013** - This release corrects an omission of an occupation in Major Group 4 and formatting issues affecting the Search facility.

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### Search ANZSCO Titles

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### SEARCH FACILITY

A new feature for ANZSCO First Edition is the availability of a web-based search function. Simply type in a keyword/s and a list of possible ANZSCO codes and occupation titles is displayed. Once the most appropriate code and title is located, click the code to show the occupation definition.

This search facility is intended to help users find occupation definitions. As such, it is not suitable for use as the principal means of assigning ANZSCO codes to occupation information obtained from sources such as statistical collections, human resource management records or job vacancy advertisements.

The titles used in ANZSCO are intended to convey the clearest possible idea of the nature of the particular occupation. However, in some instances, the same job titles are used by different industries to describe different occupations (e.g. business analyst). The search facility is also not an exhaustive list of all titles used by people to describe an occupation (e.g. brickie).

Users wanting to assign ANZSCO codes to occupation information are advised to use the relevant computer coding systems developed by the Australian Bureau of Statistics and Statistics New Zealand.

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### Data Cubes

ANZSCO Version 1.2 - Structure



Released  
05/07/2013

12200 ANZSCO Version 1.2 Index of principal titles, alternative titles and specialisations



Released  
05/07/2013

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ANZSCO v1.2 correspondence to ISCO-08



Released  
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### ABBREVIATIONS

The following symbols and abbreviations are used in this publication:

ABS	Australian Bureau of Statistics
ANZSCO	Australian and New Zealand Standard Classification of Occupations First Edition
ANZSCO Revision 1	Australian and New Zealand Standard Classification of Occupations First Edition Revision 1
ANZSCO Version 1.2	Australian and New Zealand Standard Classification of Occupations Version 1.2 (ie. First Edition Revision 2)
AQF	Australian Qualifications Framework
ASCO	Australian Standard Classification of Occupations
Aus	Australia
GIS	geographic information system
ICT	information and communication technology
ILO	International Labour Organization
ISCO	International Standard Classification of Occupations
nec	not elsewhere classified
nfd	not further defined
NZ	New Zealand
NZ Register	New Zealand Register of Quality Assured Qualifications
NZSCO	New Zealand Standard Classification of Occupations
Statistics NZ	Statistics New Zealand



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### OVERVIEW

The Australian and New Zealand Standard Classification of Occupations (ANZSCO) First Edition was the product of a development program undertaken jointly by a project team from the Australian Bureau of Statistics (ABS), Statistics New Zealand (Statistics NZ) and the Australian Government Department of Education, Employment and Workplace Relations for use in the collection, publication and analysis of occupation statistics. Subsequent revisions in 2009 and 2013 were undertaken by the ABS and Statistics NZ.

ANZSCO provides a basis for the standardised collection, analysis and dissemination of occupation data for Australia and New Zealand. The use of ANZSCO has resulted in improved comparability of occupation statistics produced by the two countries.

ANZSCO replaces the Australian Standard Classification of Occupations (ASCO) Second Edition and the New Zealand Standard Classification of Occupations (NZSCO) 1999 used in Australia and New Zealand, respectively. ANZSCO is intended to provide an integrated framework for storing, organising and reporting occupation-related information in both statistical and client-oriented applications, such as matching job seekers to job vacancies and providing career information.

ANZSCO has been used in ABS and Statistics NZ censuses and surveys where occupation data are collected from 2006. ANZSCO has also been progressively introduced into administrative data collections.

## **BACKGROUND TO THE DEVELOPMENT OF ANZSCO**

In support of the Australia-New Zealand Closer Economic Relations Trade Agreement, the ABS and Statistics NZ have a policy of working towards developing harmonised statistical classifications.

The benefits of developing a joint occupation classification were noted as being the ability to produce a more up-to-date, relevant and conceptually sound classification, and the improved capacity for analysis of trans-Tasman labour market data.

The development of ANZSCO commenced in 2002 as a joint project between the ABS, Statistics NZ and the Australian Government Department of Education, Employment and Workplace Relations.

Formal consultations with stakeholders in Australia and New Zealand were undertaken between 2002 and 2005. These consultations informed stakeholders of progress and sought their views on a number of key issues affecting the overall design and structure of ANZSCO.

Early in the development of ANZSCO, it was necessary to agree on a common basis for harmonising the classification across the two countries recognising that some restructuring, expansion and contraction of the existing classifications would be necessary. For Australian users, a high level of comparability was maintained with ASCO Second Edition, by minimising the extent to which ASCO Second Edition unit groups were split and re-aggregated when designing ANZSCO unit groups.

## **UNDERSTANDING ANZSCO**

To assist users to understand the detailed structure and content of ANZSCO, and to assist in interpreting statistics classified to it, the following information has been provided:

- explanation of the conceptual basis of ANZSCO
- description of the principal differences between ANZSCO and ASCO Second Edition and NZSCO 1999
- explanation of the classification structure and codes
- explanation of the format of the ANZSCO occupation and group definitions
- definitions for all major, sub-major, minor and unit groups and occupations

## **UPDATES TO ANZSCO**

An important consideration when developing a statistical classification is the need to build in sufficient robustness to allow for long-term usage. This robustness facilitates meaningful time series analysis of data assigned to that classification.

It is recognised that, for non-statistical uses of ANZSCO, there is a need for a classification which reflects the contemporary labour markets in Australia and New Zealand. To meet this need, minor updates to ANZSCO have been undertaken

To minimise disruption to time series data, updates will only be made at the occupation and possibly the unit group level. Updates will take the form of including newly emerging occupations and/or unit groups, merging declining occupations and/or unit groups with other occupations and/or unit groups, or changing titles of occupations and/or unit groups.

### **ANZSCO Version 1.2**

The aim of the revisions to ANZSCO is to help ensure that ANZSCO remains a contemporary reflection of the Australian and New Zealand labour markets. This aim is constrained by the need to minimise disruption to data already classified to ANZSCO.

In 2012, representatives of the ABS and Statistics NZ undertook the second minor review of ANZSCO (version 1.2). The primary focus of this review was to make changes at the occupation (6-digit) level of the classification. This included the addition and deletion of occupations; changes to existing occupations titles, alternative titles and specialisations; and amendments to definitions within occupations to update and help clarify the scope and content of certain occupations. Consequent minor revisions were made to relevant Unit Group titles, lead statements and lists of tasks.

New occupations were only added where they were found to be statistically viable. That is, they met the minimum size guideline (as outlined in 'Statistical balance') and they would be able to be accurately and consistently identified in statistical surveys, censuses and administrative collections.

In the interests of maintaining data comparability at major, sub-major, minor and unit group levels, no structural changes were made to these levels. A number of title and definition changes were made to improve clarity. No new unit or minor groups were added.

The number of occupations identified in ANZSCO Version 1.2 represents a net increase of 9 compared to ANZSCO First Edition, Revision 1; 25 compared to ANZSCO; 37 compared to ASCO Second Edition and 458 occupations compared to NZSCO 1999.

## **CODING OCCUPATION INFORMATION**

By themselves, the classification structure and the definitions are not intended as the primary means of assigning information about particular jobs to ANZSCO classes. Care needs to be taken when assigning information about particular jobs to ANZSCO classes because the same job titles can be used in different industries to describe different occupations (e.g. business analyst). Additionally, the titles used in ANZSCO are not an exhaustive list of all titles used by people to describe an occupation (e.g. brickie).

To consistently and reliably allocate occupation information from responses in statistical collections to the correct position in the ANZSCO structure, the minimum information required is occupation title and tasks performed. Restricted use can also be made of industry and employer information when it is available.

To enable easier and faster coding of occupation information, the ABS and Statistics NZ have developed their own Windows-based coding systems. These coding systems are based on an index (or codefile) of responses given in ABS and Statistics NZ collections and are rule-based to ensure that coding is performed in an accurate, consistent and efficient manner. Primary importance is given to the occupation title. Extensive use is also made of main tasks performed in the job.

Further information on the ABS and Statistics NZ coding systems can be obtained from the ABS National Information and Referral Service on 1300 135 070 or Statistics NZ's Information Centre on 0508 525 525.

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### SCOPE OF THE CLASSIFICATION

The scope of ANZSCO is all occupations and jobs in the Australian and New Zealand labour markets undertaken for pay or profit, including jobs occupied by people working for themselves.

ANZSCO is not designed to cover work not undertaken for pay or profit, for example voluntary work. However, this does not preclude ANZSCO from describing such activities.

Occupations that are wholly illegal in New Zealand and all States and Territories of Australia are excluded from ANZSCO.

### OVERVIEW OF ANZSCO STRUCTURE

The structure of ANZSCO has five hierarchical levels - major group, sub-major group, minor group, unit group and occupation. The categories at the most detailed level of the classification are termed 'occupations'. These are grouped together to form 'unit groups', which in turn are grouped into 'minor groups'. Minor groups are aggregated to form 'sub-major groups' which in turn are aggregated at the highest level to form 'major groups'.

These are the same hierarchical levels that were used in ASCO Second Edition and NZSCO 1999.

## **CONCEPTUAL MODEL**

ANZSCO is a skill-based classification used to classify all occupations and jobs in the Australian and New Zealand labour markets.

To do this, ANZSCO identifies a set of occupations covering all jobs in the Australian and New Zealand labour markets, defines these occupations according to their attributes and groups them on the basis of their similarity into successively broader categories for statistical and other types of analysis. The individual objects classified in ANZSCO are jobs.

In ANZSCO, occupations are organised into progressively larger groups on the basis of their similarities in terms of both skill level and skill specialisation.

The conceptual model adopted for ANZSCO uses a combination of skill level and skill specialisation as criteria to design major groups which are meaningful and useful for most purposes. The eight major groups are formed by grouping together sub-major groups using aspects of both skill level and skill specialisation. In designing the major groups, intuitive appeal and usefulness in both statistical and administrative applications were also important considerations.

The skill level criterion is applied as rigorously as possible at the second level of the classification, the sub-major group level, together with a finer application of skill specialisation than that applied at the major group level. Each sub-major group is made up of a number of minor groups.

Minor groups are distinguished from each other mainly on the basis of a finer application of skill specialisation than that applied at the sub-major group level. Within minor groups, unit groups are distinguished from each other on the basis of skill specialisation and, where necessary, skill level.

Virtually all unit groups are at one skill level. There are only ten unit groups which contain occupations at more than one skill level. In all but two of these unit groups, the vast majority of jobs classified to the unit group are at one skill level only. Data stored at unit group level can therefore be aggregated by skill level with a high



degree of validity.

Within unit groups, the distinction between occupations amounts to differences between tasks performed in occupations. All occupations are at one skill level.

As a result, data classified at the major group level will provide only a broad indication of skill level. Data at the sub-major group level will provide a satisfactory indication of skill level for many analytical purposes. Data classified at the unit group level will provide an accurate indication of skill level. Unit groups can, therefore, be aggregated by skill level to provide an indicative measure of occupations classified by skill level.

The distinctions between the various levels of ANZSCO are summarised in the following paragraphs.

## MAJOR GROUP

Major groups are:

- the broadest level of ANZSCO
- formed using a combination of skill level and skill specialisation to create groups which are meaningful and useful for most (statistical and administrative) purposes.

## SUB-MAJOR GROUP

Sub-major groups are:

- subdivisions of the major groups
- distinguished from other sub-major groups in the same major group on the basis of skill level and a broad application of skill specialisation.

## MINOR GROUP

Minor groups are:

- subdivisions of the sub-major groups
- distinguished from other minor groups in the same sub-major group mainly on the basis of a less broad application of skill specialisation.

## UNIT GROUP

Unit groups are:

- subdivisions of the minor groups
- distinguished from other unit groups in the same minor group on the basis of a finer application of skill specialisation and, where necessary, skill level.

## OCCUPATION

Occupations are:

- the most detailed level of ANZSCO
- subdivisions of the unit groups
- distinguished from other occupations in the same unit group on the basis of detailed skill specialisation
- sets of jobs which involve the performance of a common set of tasks.

## UNDERLYING CONCEPTS

As noted in Conceptual model, the framework adopted for ANZSCO is based on the concepts of 'job' and 'occupation'. The concept of 'occupation' is based on the concepts of 'skill level' and 'skill specialisation'.

Understanding these concepts is fundamental to understanding ANZSCO. These concepts are defined in the following sections.

### **The concept of job**

A 'job' is defined as a set of tasks designed to be performed by one person for an employer (including self-employment) in return for payment or profit. Individual persons are classified by occupation through their relationship to a past, present or future job.

Any particular job will typically involve an individual working for a particular employer and undertaking a particular set of tasks. People working for themselves are considered as having a job and belonging to the labour force.

### **The concept of occupation**

The categories at the most detailed level of the ANZSCO structure are called 'occupations'. An 'occupation' is defined as a set of jobs that require the performance of similar or identical sets of tasks. As it is rare for two actual jobs to have identical sets of tasks, in practical terms, an 'occupation' is a set of jobs whose main tasks are characterised by a high degree of similarity.

The similarity of tasks is defined in ANZSCO as a function of the level and specialisation of skill required to perform those tasks. Skill is defined as the ability to competently perform the tasks associated with an occupation.

It follows that ANZSCO classifies occupations according to two criteria - skill level and skill specialisation.

### **The concept of skill level**

In ANZSCO, skill level is defined as a function of the range and complexity of the set of tasks performed in a particular occupation. The greater the range and complexity of the set of tasks, the greater the skill level of an occupation.

Skill level is measured operationally by:

- the level or amount of formal education and training
- the amount of previous experience in a related occupation, and
- the amount of on-the-job training

required to competently perform the set of tasks required for that occupation.

In general, the greater the range and complexity of the set of tasks involved, the greater the amount of formal education and training, previous experience and on-the-job training required to competently perform the set of tasks for that occupation.

Formal education and training refers to the level and amount of education and training required for competent performance of the tasks required in an occupation. It is measured in terms of educational qualifications as set out in the Australian Qualifications Framework (AQF) and the New Zealand Register of Quality Assured Qualifications (NZ Register). Details of the AQF and the NZ Register, as they were at the time of the development of ANZSCO, can be found at Appendixes B and C, respectively.

Previous experience refers to the time spent gaining work experience in related occupations or activities required for the competent performance of the tasks in an occupation. It is measured in months or years.

On-the-job training refers to the amount of training required after commencing work in an occupation for competent performance of the tasks in that occupation. It is measured in months or years, and may be

undertaken at the same time as formal training.

ANZSCO does not measure the skill level of an individual, rather it refers to the level of skill that is typically required to competently perform the tasks of a particular occupation. Skill level is an attribute of occupations, not of individuals in the labour force or of particular jobs. It is irrelevant whether a particular individual working in a job in a particular occupation has a certain amount of training or a particular level of competence or not.

For example, a person who spreads mortar and lays bricks for a living has the occupation Bricklayer, regardless of whether he or she is an exceptionally competent bricklayer with many years of experience and post-trade qualifications, or an inexperienced bricklayer with no formal qualifications and a low level of competence. The skill level of the occupation Bricklayer is determined on the basis of that typically required for competent performance.

ANZSCO assigns occupations to one of five skill levels. In determining the skill level of each occupation in ANZSCO, advice was sought from employers, industry training bodies, professional organisations and others to ensure that the information is as accurate and meaningful as possible. The determination of boundaries between skill levels is based on the following definitions.

#### SKILL LEVEL 1

Occupations at Skill Level 1 have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### SKILL LEVEL 2

Occupations at Skill Level 2 have a level of skill commensurate with one of the following:

- NZ Register Diploma or
- AQF Associate Degree, Advanced Diploma or Diploma.

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### SKILL LEVEL 3

Occupations at Skill Level 3 have a level of skill commensurate with one of the following:

- NZ Register Level 4 qualification
- AQF Certificate IV or
- AQF Certificate III including at least two years of on-the-job training.

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### SKILL LEVEL 4

Occupations at Skill Level 4 have a level of skill commensurate with one of the following:

- NZ Register Level 2 or 3 qualification or
- AQF Certificate II or III.

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience may be required in addition to the formal qualification.

#### SKILL LEVEL 5

Occupations at Skill Level 5 have a level of skill commensurate with one of the following:

- NZ Register Level 1 qualification
- AQF Certificate I or
- compulsory secondary education.

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification.

In some instances, no formal qualification or on-the-job training may be required.

#### **The concept of skill specialisation**

Skill specialisation is defined as a function of:

- field of knowledge required
- tools and equipment used
- materials worked on, and
- goods or services produced or provided.

Field of knowledge required refers to the subject matter knowledge that is essential for satisfactory

performance of the tasks of an occupation.

Tools and equipment used includes all forms of plant, machinery, computer-based equipment or hand tools used in the performance of the tasks, as well as intellectual tools such as personal interaction, and art or design techniques.

- The term plant is used to describe mobile or stationary equipment which is large in size, performs several related functions, and is usually controlled by an internally located operator.
- The term machinery is used to describe stationary equipment which is not as large as plant, performs one processing function and is usually controlled by an externally located operator.
- The term hand tools is used to describe equipment which is small enough to be moved by one person.

Materials worked on refers to materials of both a tangible and abstract nature which are extracted, processed, transformed, refined or fabricated as an essential part of the tasks performed. Examples of materials worked on include wood, metal, livestock, accounting data, text, people and organisations.

Goods or services produced or provided refers to the end product of the performance of the tasks of an occupation including physical goods, personal or other services, or abstract goods such as a software application or statistical information.

### **Employability skills**

In developing the skill specialisation criteria for ANZSCO, employability skills were considered as a possible additional dimension of skill specialisation. There are two facets to employability skills, personal attributes such as loyalty, commitment and motivation, and generic skills, including communication, team work and problem-solving. Employers are increasingly using employability skills in conjunction with technical or job-specific skills when assessing the suitability of an individual for a particular occupation. Since these employability skills are applicable to most occupations, it was decided not to include them as classification criteria for ANZSCO.

Further discussion on employability skills can be found in Appendix D.

### **DESIGN CONSTRAINTS**

One of the primary purposes of a statistical classification is to provide a simplification of the real world, which is a useful framework for collecting and analysing data from both statistical and administrative collections. To achieve this end, there are a number of practical considerations which impinged on the design of ANZSCO.

## Statistical balance

As a general principle, a classification used for the dissemination of statistics should not have categories at the same level in its hierarchy which are too disparate in their population size. That is, similar numbers of real world entities should be classified to each category at a particular level. This approach serves to minimise large variations in standard errors and the suppression of cells in statistical tables at particular levels of the structure when using output from sample surveys. It also allows the classification to be used effectively for the cross-tabulation of aggregate data.

Categories which have been defined to reflect the real world, however, will not always be statistically balanced. To force categories to conform to size limitations would mean that the categories would not always be meaningful or useful.

In developing ANZSCO, a balance between these competing requirements was sought. The following minimum and maximum size guidelines were considered in designing the categories at each level of ANZSCO. For inclusion in ANZSCO, a category ideally fitted within the range listed below for either Australia or New Zealand.

	Australia	New Zealand
Major Group	500,000 to 1,500,000	100,000 to 300,000
Sub-Major Group	100,000 to 300,000	30,000 to 100,000
Minor Group	50,000 to 150,000	10,000 to 30,000
Unit Group	5,000 to 30,000	3,000 to 10,000
Occupation	300 to 10,000	100 to 5,000

Some exceptions, however, were made for occupations, or groups of occupations, of particular strategic or labour market significance.

## Statistical feasibility

Another consideration affecting the design of ANZSCO was the statistical feasibility of the categories. That is, whether it is possible to accurately and consistently distinguish between the categories in the classification on the basis of responses to questions which can reasonably be asked in statistical collections such as population censuses and labour force surveys.

## Time series comparability with ASCO Second Edition

Early in the development of ANZSCO, it was decided to try to maintain comparability, as far as practical, with ASCO Second Edition at the unit group level. This was achieved by minimising the extent to which ASCO Second Edition unit groups were split and re-aggregated when designing ANZSCO unit groups.

It was acknowledged that doing so would result in a major time series break from NZSCO 1999 for New Zealand users at all levels of the classification.

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### COMPARISON BETWEEN ANZSCO, ASCO SECOND EDITION AND NZSCO 1999

This section provides a broad comparison between ANZSCO and ASCO Second Edition and NZSCO 1999.

#### Number of categories in classification structures

The following table indicates the number of categories at each level for the respective classifications.

Hierarchical Level	ANZSCO Version 1.2	ANZSCO Revision 1	ANZSCO	ASCO Second Edition	NZSCO 1999
Major Group	8	8	8	9	9
Sub-Major Group	43	43	43	35	25
Minor Group	97	97	97	81	99
Unit Group	358	358	358	340	260
Occupation	1 023	1 014	998	986	565

## Comparison between ANZSCO, ASCO Second Edition and NZSCO 1999 Major Groups

The following table compares the major group titles for ANZSCO, ASCO Second Edition and NZSCO 1999. Note that this table does not provide a correspondence between the three classifications.

ANZSCO	ASCO Second Edition	NZSCO 1999
1 Managers	1 Managers and Administrators	1 Legislators, Administrators and Managers
2 Professionals	2 Professionals	2 Professionals
3 Technicians and Trades Workers	3 Associate Professionals	3 Technicians and Associate Professionals
4 Community and Personal Service Workers	4 Tradespersons and Related Workers	4 Clerks
5 Clerical and Administrative Workers	5 Advanced Clerical and Service Workers	5 Service and Sales Workers
6 Sales Workers	6 Intermediate Clerical, Sales and Service Workers	6 Agriculture and Fishery Workers
7 Machinery Operators and Drivers	7 Intermediate Production and Transport Workers	7 Trades Workers
8 Labourers	8 Elementary Clerical, Sales and Service Workers	8 Plant and Machine Operators and Assemblers
	9 Labourers and Related Workers	9 Elementary Occupations

The full list of codes and titles for all groups in ASCO Second Edition can be found at <<https://www.abs.gov.au>>. The full list of codes and titles for all groups in NZSCO 1999 can be found at <<http://www.stats.govt.nz>>.

### MAIN DIFFERENCES BETWEEN ANZSCO AND ASCO SECOND EDITION

While the classification criteria for ANZSCO are essentially the same as those used for ASCO Second Edition, the application of the skill level criterion has changed. In ASCO Second Edition, the skill level required for entry to an occupation was considered. In ANZSCO, it is the skill level required for competent performance of the set of tasks associated with the occupation which is used.

The use of both skill level and skill specialisation to define the major groups in ANZSCO compared to just skill level in ASCO Second Edition has resulted in major groups which are more intuitively appealing and useful than their ASCO Second Edition predecessors. Accordingly, there have been changes to the way some occupations are classified in ANZSCO.

#### Associate Professionals

This ASCO Second Edition major group has been discontinued in ANZSCO. These occupations have been spread across a number of ANZSCO major groups. The major changes are:

Science, Engineering and Related Associate Professionals, ASCO Second Edition Sub-Major Group 31, are classified to ANZSCO Major Group 3 Technicians and Trades Workers, Sub-Major Group 31 Engineering, ICT and Science Technicians.

Finance Associate Professionals, ASCO Second Edition Minor Group 321, are classified to ANZSCO Major Group 2 Professionals, Minor Group 222 Financial Brokers and Dealers, and Investment Advisers.

Office Managers, ASCO Second Edition Unit Group 3291, and Project and Program Administrators, ASCO Second Edition Unit Group 3292, are classified to ANZSCO Major Group 5 Clerical and Administrative Workers, Sub-Major Group 511 Office Managers and Program Administrators.

Managing Supervisors (Sales and Service), ASCO Second Edition Sub-Major Group 33, are mainly classified to ANZSCO Major Group 1 Managers, Sub-Major Group 14 Hospitality, Retail and Service Managers.

Health and Welfare Associate Professionals, ASCO Second Edition Sub-Major Group 34, are classified to ANZSCO Major Group 4 Community and Personal Service Workers, Sub-Major Group 41 Health and Welfare Support Workers.

### **Clerical, sales and service occupations**

ASCO Second Edition Major Group 5 Advanced Clerical and Service Workers, Major Group 6 Intermediate Clerical, Sales and Service Workers, and Major Group 8 Elementary Clerical, Sales and Service Workers have been disaggregated and reorganised in ANZSCO into three intuitively appealing major groups.

There is now one major group which covers all clerical occupations - Major Group 5 Clerical and Administrative Workers, one major group which covers all sales occupations - Major Group 6 Sales Workers, and one major group which covers all service workers - Major Group 4 Community and Personal Service Workers.

### **Information and communication technology (ICT) occupations**

ANZSCO identifies a greater number of ICT unit groups and occupations compared to ASCO Second Edition.

In ANZSCO Version 1.2, there are 13 ICT unit groups and 37 ICT occupations. This compares to three unit groups and nine occupations in ASCO Second Edition.

### **Apprentices, trainees and supervisors**

ASCO Second Edition identified a number of apprentice, trainee and supervisory occupations. ANZSCO does not separately identify such occupations.

In ANZSCO, apprentice and trainee occupations are classified together with their 'parent' or future occupation. Supervisory occupations are classified together with the occupations whose tasks they supervise.

### **MAIN DIFFERENCES BETWEEN ANZSCO AND NZSCO 1999**

While the classification criteria for ANZSCO are essentially the same as those used for NZSCO 1999, ANZSCO provides a greater definition of skill level, and the application of the skill level criterion is more rigorous compared to NZSCO 1999. The structure and conceptual basis of NZSCO 1999 was closer to that of the International Standard Classification of Occupations (ISCO) than ANZSCO.

The introduction of ANZSCO has resulted in there being more occupations than contained in NZSCO 1999. It has also meant major changes to the way some occupations were classified in NZSCO 1999. Some of the major changes are listed below.

### **Agriculture and Fishery Workers**

This NZSCO 1999 major group has been discontinued in ANZSCO. These occupations have been spread across a number of ANZSCO major groups. The major changes are:

Farmers and farm managers are classified to ANZSCO Major Group 1 Managers, Sub-Major Group 12 Farmers and Farm Managers.

Farm and forestry workers are classified to ANZSCO Major Group 8 Labourers, Sub-Major Group 84 Farm,

Forestry and Garden Workers.

Gardeners, greenkeepers and nurserypersons are classified to ANZSCO Major Group 3 Technicians and Trades Workers, Minor Group 362 Horticultural Trades Workers.

Gardening and nursery labourers are classified to ANZSCO Major Group 8 Labourers, Sub-Major Group 84 Farm, Forestry and Garden Workers.

### **Associate Professionals**

This NZSCO 1999 major group has been discontinued in ANZSCO. These occupations have been spread across a number of ANZSCO major groups. The major changes are:

Physical Science and Engineering Associate Professionals, NZSCO 1999 Sub-Major Group 31, are mostly classified to ANZSCO Major Group 3 Technicians and Trades Workers, Sub-Major Group 31 Engineering, ICT and Science Technicians.

Ship and Aircraft Controllers and Technicians, NZSCO 1999 Minor Group 314, are classified to ANZSCO Major Group 2 Professionals, Minor Group 231 Air and Marine Transport Professionals.

Life Science Technicians and Related Workers, NZSCO 1999 Minor Group 321, are classified to ANZSCO Major Group 3 Technicians and Trades Workers, Sub-Major Group 31 Engineering, ICT and Science Technicians.

Health Associate Professionals, NZSCO 1999 Minor Group 322, and Nursing Associate Professionals, NZSCO 1999 Minor Group 323, are classified to ANZSCO Major Group 2 Professionals, Sub-Major Group 25 Health Professionals, and Major Group 4 Community and Personal Service Workers, Sub-Major Group 41 Health and Welfare Support Workers.

Writers, Artists, Entertainment and Sports Associate Professionals, NZSCO 1999 Minor Group 336, are classified to ANZSCO Major Group 2 Professionals, Sub-Major Group 21 Arts and Media Professionals, and Major Group 4 Community and Personal Service Workers, Sub-Major Group 45 Sports and Personal Service Workers.

## **Sales and service occupations**

NZSCO 1999 Major Group 5 Service and Sales Workers has been disaggregated and reorganised in ANZSCO into two major groups.

There is now one major group which covers all sales occupations - Major Group 6 Sales Workers, and one major group which covers all service workers - Major Group 4 Community and Personal Service Workers.

## **Information and communication technology (ICT) occupations**

ANZSCO identifies a greater number of ICT unit groups and occupations compared to NZSCO 1999.

In ANZSCO Version 1.2, there are 13 ICT unit groups and 37 ICT occupations. This compares to two minor groups, three unit groups and seven occupations in NZSCO 1999.

## **COMPARABILITY WITH ISCO**

ISCO was developed by the International Labour Organization (ILO). ISCO was first issued in 1958 and revised versions were produced in 1968, 1988 and 2008. The main aims of ISCO are to provide a basis for international comparisons of occupation statistics between member countries and to provide a conceptual model for the development of national occupation classifications.

The current edition, ISCO-08, uses skill level and skill specialisation as criteria in the conceptual framework for the classification. Four broad skill levels are used, defined in terms of the educational categories and levels that appear in the International Standard Classification of Education 1976, published by the United Nations Educational, Scientific and Cultural Organization.

## **Comparison between ANZSCO and ISCO**

The following table indicates the number of categories at each level of ANZSCO and ISCO

Hierarchical Level	ANZSCO Version 1.2	ANZSCO Revision 1	ANZSCO	ISCO-08	ISCO-88
Major Group	8	8	8	10	10
Sub-Major Group	43	43	43	43	28
Minor Group	97	97	97	130	116
Unit Group	358	358	358	436	390
Occupation	1 023	1 014	998	-	-

The occupation level is not defined in ISCO-08, as it is expected that individual countries will develop this level of detail to suit their requirements.

The following table compares the major group titles for ANZSCO and ISCO-08. Note that this table does not provide a correspondence between the two classifications.

ANZSCO	ISCO-08
1 Managers	1 Managers
2 Professionals	2 Professionals
3 Technicians and Trades Workers	3 Technicians and Associate Professionals
4 Community and Personal Service Workers	4 Clerical Support Workers
5 Clerical and Administrative Workers	5 Services and Sales Workers
6 Sales Workers	6 Skilled Agricultural, Forestry and Fishery Workers
7 Machinery Operators and Drivers	7 Craft and Related Trades Workers
8 Labourers	8 Plant and Machine Operators and Assemblers
	9 Elementary Occupations
	0 Armed Forces Occupations

The ten major groups in ISCO-08 are broadly similar to the eight ANZSCO major groups. The most significant differences at major group level are:

ISCO-08 identifies Skilled Agricultural, Forestry and Fishery Workers as a separate major group (Major Group 6), whereas ANZSCO includes Farmers and Farm Managers as a sub-major group in Major Group 1 Managers; Skilled Animal and Horticultural Workers as a sub-major group in Major Group 3 Technicians and Trades Workers; and Farm, Forestry and Garden Workers as a sub-major group in Major Group 8 Labourers.

ISCO-08 Major Group 3 Technicians and Associate Professionals (and equivalent major groups in ASCO Second Edition and NZSCO 1999) has no equivalent in ANZSCO.

A major group of Community and Personal Service Workers has been introduced for ANZSCO and has no equivalent in ISCO-08.

In ISCO-08, jobs held by members of the armed forces are included in Major Group 0 Armed Forces. In ANZSCO, jobs held by members of the armed forces are classified with their civilian equivalents, where these exist, or to a number of defence force specific occupations.

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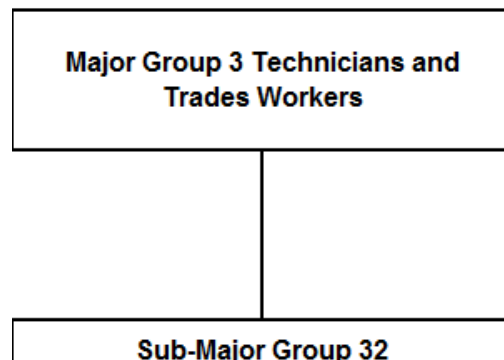
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### PROFILE AND SUMMARY OF ANZSCO STRUCTURE

The structure of ANZSCO has five hierarchical levels - major group, sub-major group, minor group, unit group and occupation. The categories at the most detailed level of the classification are termed 'occupations'. These are grouped together to form 'unit groups', which in turn are grouped into 'minor groups'. Minor groups are aggregated to form 'sub-major groups' which in turn are aggregated at the highest level to form 'major groups'.

These are the same hierarchical levels that are used in ASCO Second Edition and NZSCO 1999.

The following is a profile of the ANZSCO structure with hierarchy descriptions and examples. The complete listing of the major, sub-major, minor and unit groups and occupations follows later in this chapter.



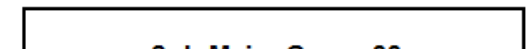
#### Major Groups are:

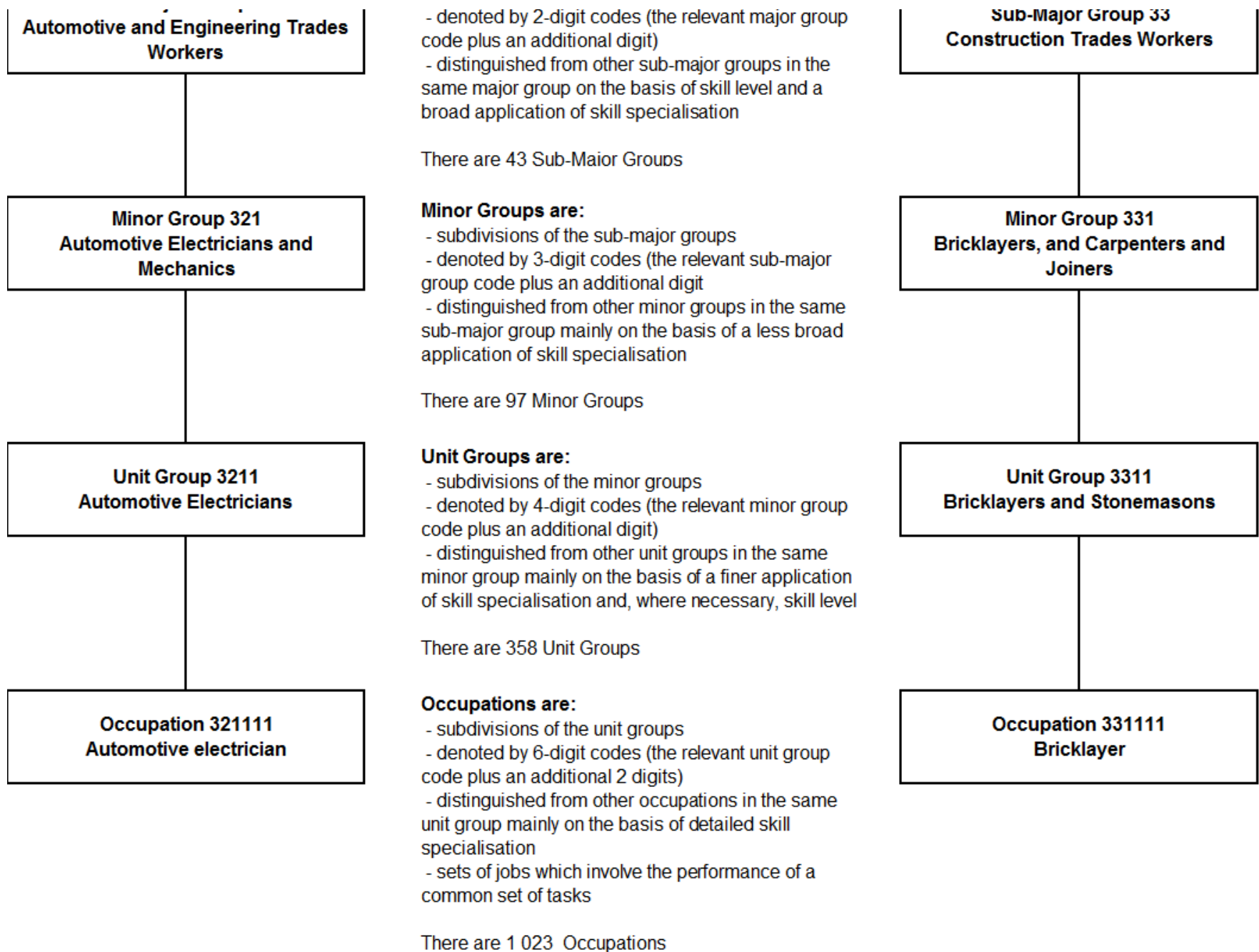
- the broadest level of ANZSCO
- denoted by 1-digit codes
- formed using a combination of skill level and skill specialisation to create groups which are meaningful and useful for most purposes

There are 8 Major Groups

#### Sub-Major Groups are:

- subdivisions of the major groups





Each major group comprises a different number of sub-major, minor and unit groups and occupations. The following table illustrates the distribution of these categories between the major groups.

Major Group	Sub-Major Groups	Minor Groups	Unit Groups	Occupations
1 Managers	4	11	38	99
2 Professionals	7	23	100	318
3 Technicians and Trades Workers	7	21	66	179
4 Community and Personal Service Workers	5	9	36	105
5 Clerical and Administrative Workers	7	12	33	80
6 Sales Workers	3	5	19	37
7 Machinery Operators and Drivers	4	7	22	77
8 Labourers	6	9	44	128

## STANDARD CODE SCHEME

One, two, three, four and six-digit codes are assigned to the major, sub-major, minor and unit groups, and occupations respectively.

Within each major group, the sub-major groups are ordered firstly by skill level and then alphabetically. Residual 'other' sub-major groups are listed last. Sub-major groups comprising occupations at multiple skill levels have been ordered firstly on the basis of their highest predominant skill level, then alphabetically.

Within each sub-major group, the minor groups are ordered alphabetically, with the exception of residual 'miscellaneous' minor groups which are listed last. Similarly, within each minor group, the unit groups are ordered alphabetically, with the exception of the residual 'other' unit groups which are listed last.

The occupations within each unit group are essentially in alphabetical order, with the exception of 'general' occupations which are listed first, and residual 'not elsewhere classified' (nec) categories which are listed last. This ordering is more expedient than necessary and it is not considered that the addition of any new occupations, which may disrupt this ordering, will affect the usefulness of the classification.

The occupational profile of Australia and New Zealand is likely to change over time due to factors such as technological change and changes in the industrial profile of Australia and New Zealand. Therefore, from time to time, it may be necessary to add or delete occupations from the list of occupations separately identified in ANZSCO.

If it becomes necessary to identify an additional unit group or occupation, it will be allocated the next available four or six-digit code in the numerical sequence of codes of the minor or unit group to which it is being added. Similarly, if a unit group or occupation ceases to have sufficient numbers of persons employed to justify it continuing to be separately identified in the classification and it is consequently deleted from the classification, its code would not be reallocated as this would be likely to cause confusion with time series data.

It should be noted that the separately identified occupations are not allocated codes ending with the digits '0' or '9'. These are special purpose codes used to denote supplementary or operational (not further defined) codes in the case of '0' and residual (not elsewhere classified) categories in the case of '9' (see Supplementary or operational codes and Codes reserved for residual categories).

The ANZSCO code scheme is devised so that any future changes to the classification structure can be easily accommodated. However, in order that the classification remains a standard, users should not make arbitrary changes to the structure. Rather, they should contact the ABS or Statistics NZ and identify any apparent problems they encounter in the course of implementation, data collection or data analysis. ANZSCO will be revised at a suitable time so that all users continue to use the standard classification.

## **Codes reserved for residual categories**

For each unit group of the classification structure, a six-digit code, consisting of the four digits of the unit group followed by the digits '99', is reserved as a residual 'not elsewhere classified' (nec) category. All occupations which are not separately identified in the classification structure are included in the 'nec' category of the unit group to which they relate. Residual categories are only identified in the classification structure if they are needed. ANZSCO currently identifies 79 'nec' categories.

The decision to include particular occupations in an 'nec' category rather than as substantive categories is based on their lack of numerical significance in Australia or New Zealand.

For each minor group, codes are reserved for residual categories at the unit group level. These codes consist of the minor group code followed by '9'. These categories are termed 'Other' and consist of separately identified occupations which do not fit into any of the unit groups contained within the minor group, on the basis of the classification criteria. The classification contains 21 'other' categories at the unit group level.

For each sub-major group, codes are also reserved for residual categories at the minor group level. These codes consist of the sub-major group code followed by '9'. These categories are termed 'Miscellaneous' and consist of separately identified unit groups which do not fit into any of the minor groups contained within the sub-major group, on the basis of the classification criteria. The classification contains eight 'miscellaneous' categories at the minor group level.

For each major group, codes are reserved for residual categories at the sub-major group level. These codes consist of the major group code followed by '9'. These categories are termed 'Other' and consist of separately identified minor groups which do not fit into any of the sub-major groups contained within the major group, on the basis of the classification criteria. The classification contains three 'other' categories at the sub-major group level.

It should be noted that residual categories are part of the ANZSCO structure. They should not be created or used merely to 'dump' responses that cannot be coded to any separately identified category in the classification because of insufficient detail in the response. See Supplementary or operational codes.

## **Supplementary or operational codes**

Supplementary or operational codes are used in statistical collections to process inadequately described responses or for responses which are outside of the scope of the classification.

In Australia, these codes are of two types:

- six digit codes ending in two, three, four or five zeros; and
- six digit codes commencing with one zero.

Codes ending in zero are described as 'not further defined' (nfd) codes and are used to code responses which cannot be coded to the occupation level of the classification, but which can be coded to a higher level of the classification structure.

For example, responses which cannot be identified as relating directly to a particular occupation category, but which are known to be within the range of occupations within a particular unit group are coded to that unit group. Such responses are allocated an nfd code consisting of the four-digit code of the unit group followed by '00'. For instance, the response 'Internal Medicine Specialist' does not contain sufficient information to be coded directly to any particular occupation category, but it can be coded to Unit Group 2533 Specialist Physicians, which encompasses all internal medicine specialists. It is thus allocated the code 253300 Specialist Physicians, nfd.

Codes commencing with zero are used to process responses which do not provide sufficient information to be coded to any level of the structure. They are also used to process responses such as 'housewife', 'pensioner' and 'student', which are not covered by the current definition of the labour force (see [Standards for Labour Force Statistics](#), ABS cat. no. 1288.0). The standard set of such codes used in the ANZSCO Coding Index is available on request from the ABS.

Other codes commencing with zero may be defined by users to facilitate the processing and storage of data, when data sets coded to ANZSCO contain records for entities outside the scope of ANZSCO. For example, occupational activities which are wholly illegal in New Zealand and all States and Territories of Australia are excluded from ANZSCO.

In New Zealand, codes commencing with the digits '99' are used as supplementary or operational codes.

- The code '997000' is used for legitimate/valid responses, such as 'public servant', which cannot be coded to any single occupation category because there is insufficient supporting information to accurately code to a specific category. This code is called 'Response Unidentifiable'.
- The code '999000' is used for responses, such as 'housewife', 'pensioner' or 'student', which are not covered by the current definition of the labour force. This code is called 'Response Outside Scope'.
- The code '999999' is used for non-response. This code is called 'Not Stated'.

It should be noted that supplementary or operational codes are not part of the classification structure. They exist for operational reasons only, and no data would be coded to them if sufficiently detailed responses or responses within the scope of the classification were obtained in all instances.

## EXPLANATORY NOTES

The detailed structure of ANZSCO at each descending level of the classification can be found under the Downloads tab. This also shows the relationship between the groups and skill level.

The first three tables (Major Groups, Sub-Major Groups and Minor Groups) show the predominant skill levels applying to each group. Skill levels which apply to only a few occupations in each group are not shown.

In the next two tables (Unit Groups and Occupations), all skill levels applying to each group are shown.

A definitive list of all skill levels applying to each group in the classification is found in the definition for that group. See Definitions.

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### INTERPRETING ANZSCO OCCUPATION DEFINITIONS

ANZSCO is primarily a statistical classification designed to aggregate and organise data collected about jobs or individuals. The classification definitions are based on the skill level and specialisation usually necessary to perform the tasks of the specific occupation, or of most occupations in the group. The definitions and skill level statements apply to the occupation and not persons working in the occupation. The allocation of a particular occupation to a particular skill level should be seen as indicative only and should not be used prescriptively.

The definitional material describing each occupation is intended primarily as an aid to interpreting occupation statistics classified to ANZSCO. The descriptions are, therefore, only a guide to the tasks undertaken and skills involved in various occupations and are not a definitive statement of what is required.

### FORMAT OF THE DEFINITIONS

This classification contains definitions for all major, sub-major, minor and unit groups, and occupations. The format of the definitions may vary slightly between the hierarchical levels, but all contain similar elements.

## **Major, sub-major, minor and unit group definitions**

The elements of major, sub-major, minor and unit group definitions are as follows:

- Main heading - consists of the level in the ANZSCO hierarchy (e.g. minor group), the code, and the title of the group in that order.
- Lead statement - describes the main activities undertaken in the group and, indirectly, the group's boundaries.
- Inclusion and exclusion statements - are included only where necessary to avoid potential for confusion and to clarify the scope of the group.
- Task list - a representative list of the principal or indicative tasks undertaken in the group. Because of the disparate nature of the occupations contained in 'miscellaneous' and 'other' groups, no task lists are provided for these groups.
- Skill level statement - specifies the requirements for competent performance of occupations in the group, expressed in terms of the amount of formal education and training, previous experience and on-the-job training. Any special requirements, such as registration or licensing, are indicated in this statement.
- List of lower categories - lists the categories (code and title) in the hierarchical level immediately below the group being defined.

The elements of major, sub-major, minor and unit group definitions are presented in the order shown above.

## **Occupation definitions**

The elements of occupation definitions are as follows:

- Code - the numerical representation of the occupation.
- Principal title - the title which best describes the particular occupation. It is generally the most commonly used title, although there are exceptions in cases where the most commonly used title is too broad or too narrow in meaning for the purposes of the ANZSCO occupation, or where occupations of different content are usually known by the same title.  
A small number of occupations are known by different titles in Australia and New Zealand. In these cases, a dual title, which notes the country-specific titles, has been used to describe the occupation, e.g. 'Migration Agent (Aus) / Immigration Consultant (NZ)'.
- Alternative title - any commonly used alternative title (or titles) for the occupation. These alternative titles have the same meaning as the principal title but may be less commonly used.
- Lead statement - describes the nature of the occupation, summarising the main activities undertaken and, indirectly, the occupation's boundaries. Any special requirements, such as registration or licensing, are indicated in this statement.
- Skill level - the number equating to the ANZSCO skill level of the occupation.
- Specialisation titles - any commonly used titles which refer to a subset of jobs belonging to the occupation designated in the principal title. These jobs involve the performance of specialised tasks rather than the broader range of tasks usually performed in the occupation.

The elements of occupation definitions are presented in the order shown above.



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### MAJOR GROUP 1 MANAGERS

MANAGERS plan, organise, direct, control, coordinate and review the operations of government, commercial, agricultural, industrial, non-profit and other organisations, and departments.

#### **Indicative Skill Level:**

Most occupations in this major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

Bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification (ANZSCO Skill Level 1); or

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2)

In New Zealand:

Bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification (ANZSCO Skill Level 1); or

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- setting the overall direction and objectives of organisations and departments within organisations
- formulating, administering and reviewing policy and legislation to ensure organisational and departmental objectives are met
- directing and coordinating the allocation of assets and resources
- directing, controlling and coordinating the activities of organisations and departments, either personally or through senior subordinate staff
- monitoring and evaluating overall organisational and departmental performance, and adjusting policies, rules and regulations to ensure objectives are met
- representing the organisation at official occasions, in negotiations, at conventions, seminars, public hearings and forums, and liaising between areas of responsibility

This section contains the following subsection :

[SUB-MAJOR GROUP 11 Chief Executives, General Managers and Legislators](#)

[SUB-MAJOR GROUP 12 Farmers and Farm Managers](#)

[SUB-MAJOR GROUP 13 Specialist Managers](#)

[SUB-MAJOR GROUP 14 Hospitality, Retail and Service Managers](#)

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### SUB-MAJOR GROUP 11 CHIEF EXECUTIVES, GENERAL MANAGERS AND LEGISLATORS

CHIEF EXECUTIVES, GENERAL MANAGERS AND LEGISLATORS plan, organise, direct, control and review the overall operations of organisations and their major programs, and represent constituencies in parliaments and local government authorities.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this sub-major group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- determining and setting the overall direction and objectives of organisations
- determining and formulating policies, rules and regulations to govern the overall operations of organisations
- directing and controlling the overall operations of organisations to ensure objectives are met
- monitoring and evaluating the overall performance of organisations and adjusting policies, rules and regulations to ensure objectives are met
- representing the organisation at official occasions, in negotiations, at conventions, seminars, public hearings and forums, and liaising between areas of responsibility

- determining, planning and formulating government policies, laws, rules and regulations
- investigating matters of concern to the public and electorate, and proposing government action

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Chief Executives, General Managers and Legislators

### MINOR GROUP 111 CHIEF EXECUTIVES, GENERAL MANAGERS AND LEGISLATORS

CHIEF EXECUTIVES, GENERAL MANAGERS AND LEGISLATORS plan, organise, direct, control and review the overall operations of organisations and their major programs, and represent constituencies in parliaments and local government authorities.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- determining and setting the overall direction and objectives of organisations
- determining and formulating policies, rules and regulations to govern the overall operations of organisations
- directing and controlling the overall operations of organisations to ensure objectives are met
- monitoring and evaluating the overall performance of organisations and adjusting policies, rules and regulations to ensure objectives are met
- representing the organisation at official occasions, in negotiations, at conventions, seminars, public

- hearings and forums, and liaising between areas of responsibility
- determining, planning and formulating government policies, laws, rules and regulations
- investigating matters of concern to the public and electorate, and proposing government action

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### UNIT GROUP 1111 CHIEF EXECUTIVES AND MANAGING DIRECTORS

CHIEF EXECUTIVES AND MANAGING DIRECTORS determine, formulate and review the general policy programs and the overall direction of organisations within the framework established by boards of directors and similar governing bodies.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- determining objectives, strategies, policies and programs for organisations
- providing overall direction and management to organisations
- authorising material, human and financial resources to implement organisational policies and programs
- monitoring and evaluating performance of organisations against organisational objectives and strategies
- consulting with senior subordinate staff and reviewing recommendations and reports
- preparing, or arranging for the preparation of, reports, budgets and forecasts and presenting them to governing bodies



- representing the organisation at official occasions, in negotiations, at conventions, seminars, public hearings and forums, and liaising between areas of responsibility
- selecting, or approving the selection of senior staff
- ensuring the organisation complies with company laws and other relevant legislation

**Occupation:**

111111 Chief Executive or Managing Director

**111111 CHIEF EXECUTIVE OR MANAGING DIRECTOR**

Alternative Title:

Chief Executive Officer

Determines, formulates and reviews the general policy program and the overall direction of an organisation within the framework established by a board of directors or similar governing body.

Skill Level: 1

Specialisations:

Director-General

Executive Director

Secretary (Government Department) (Aus)

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### UNIT GROUP 1112 GENERAL MANAGERS

GENERAL MANAGERS plan, organise, direct, control and review the day-to-day operations and major functions of commercial, industrial, government and defence organisations through departmental managers and subordinate executives.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- planning policy, and setting standards and objectives for organisations
- providing day-to-day direction and management of organisations, and directing and endorsing policy to fulfil objectives, achieve specific goals, and maximise profit and efficiency
- assessing changing situations and responding accordingly by issuing commands and directives to subordinate staff
- consulting with immediate subordinates and departmental heads on matters such as methods of operation, equipment requirements, finance, sales and human resources

- authorising the funding of major policy implementation programs
- representing the organisation at official occasions, in negotiations, at conventions, seminars, public hearings and forums, and liaising between areas of responsibility
- preparing, or arranging for the preparation of, reports, budgets and forecasts, and presenting them to governing bodies
- selecting and managing the performance of senior staff
- may undertake responsibility for some or all of accounting, sales, marketing, human resources and other specialist operations

#### **Occupations:**

111211 Corporate General Manager  
111212 Defence Force Senior Officer

#### **111211 CORPORATE GENERAL MANAGER**

Alternative Title:

Chief Operating Officer

Plans, organises, directs, controls and reviews the day-to-day operations and major functions of a commercial, industrial, governmental or other organisation through departmental managers and subordinate executives.

Skill Level: 1

Specialisations:

Assistant Commissioner (Police)  
Hospital Administrator  
Kaiwhakahaere (NZ)  
Managing Editor  
Trade Union Secretary

#### **111212 DEFENCE FORCE SENIOR OFFICER**

Alternative Titles:

Air Force Senior Officer  
Army Senior Officer  
Navy Senior Officer

Plans, organises, directs, controls and reviews the day-to-day operations and major functions of organisational units of the Australian or New Zealand Defence Forces through subordinate officers.

Skill Level: 1

Specialisations:

Air Chief Marshal (Air Force)  
Air Commodore (Air Force)  
Air Marshal (Air Force)  
Air Vice Marshal (Air Force)  
Group Captain (Air Force)  
Wing Commander (Air Force)  
Brigadier (Army)  
Colonel (Army)  
General (Army)  
Lieutenant Colonel (Army)  
Lieutenant General (Army)  
Major General (Army)  
Admiral (Navy)  
Captain (Navy)  
Commander (Navy)  
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### UNIT GROUP 1113 LEGISLATORS

LEGISLATORS represent the interests of people in constituencies as elected members of national, state and territory parliaments and local government authorities.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- developing national, state, territory or local government policy, and formulating, amending and repealing legislation and by-laws
- helping constituents with a range of problems particularly with regard to matters concerning government and local agencies
- investigating matters of concern to the public and to particular persons and groups
- introducing proposals for government action and representing public and electoral interests
- issuing policy directions to government departments and exercising control over local government authorities

- attending community functions and meetings of local groups to provide service to the community, gauge public opinion and provide information on government plans
- may serve as a member on parliamentary committees and inquiries
- may present petitions on behalf of concerned groups

**Occupations:**

111311 Local Government Legislator

111312 Member of Parliament

111399 Legislators nec

**111311 LOCAL GOVERNMENT LEGISLATOR**

Alternative Titles:

Alderman (Aus)

Councillor

Represents the interests of people in a constituency as their elected member of a local government authority.

Skill Level: 1

Specialisations:

Community Board Member (NZ)

Mayor

**111312 MEMBER OF PARLIAMENT**

Alternative Title:

Parliamentarian

Represents the interests of people in a constituency as their elected member to national, state or territory parliament.

Skill Level: 1

Specialisations:

Chief Minister (Aus)

Government Minister

Member of the Legislative Assembly (Aus)

Member of the Legislative Council (Aus)

Premier (Aus)

Prime Minister  
Senator (Aus)

## 111399 LEGISLATORS NEC

This occupation group covers Legislators not elsewhere classified.  
Skill Level: 1

Occupations in this group include:

Aboriginal Community Council Member (Aus)  
Councillor, Aboriginal Land Council (Aus)

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### SUB-MAJOR GROUP 12 FARMERS AND FARM MANAGERS

FARMERS AND FARM MANAGERS plan, organise, control, coordinate and perform farming operations in agricultural establishments to grow crops, and breed and raise livestock, and fish and other aquatic life.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this sub-major group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- planning and coordinating the operation of hatcheries and crop production
- breeding and raising livestock and aquatic stock
- monitoring and maintaining the health of stock
- identifying and controlling environmental toxins, weeds, pests and diseases
- organising and conducting farming operations such as maintaining buildings, water supply systems and equipment
- managing business capital, monitoring market activity and planning production to meet contract requirements and market demand



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### MINOR GROUP 121 FARMERS AND FARM MANAGERS

FARMERS AND FARM MANAGERS plan, organise, control, coordinate and perform farming operations in agricultural establishments to grow crops, and breed and raise livestock, and fish and other aquatic life.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- planning and coordinating the operation of hatcheries and crop production
- breeding and raising livestock and aquatic stock
- monitoring and maintaining the health of stock
- identifying and controlling environmental toxins, weeds, pests and diseases
- organising and conducting farming operations such as maintaining buildings, water supply systems and equipment
- managing business capital, monitoring market activity and planning production to meet contract requirements and market demand

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### UNIT GROUP 1211 AQUACULTURE FARMERS

AQUACULTURE FARMERS plan, organise, control, coordinate and perform farming operations to breed and raise fish and other aquatic stock.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- planning and coordinating the operation of hatcheries to produce fish fry, seed oysters, crayfish, marron and prawns taking into account environmental and market factors
- monitoring the environment to maintain optimal growing conditions
- identifying and controlling environmental toxins and diseases
- monitoring stock growth rates to determine when to harvest
- transporting fish, crayfish, marron, prawns and sticks of seed oysters to new tanks, ponds, cages and floating net pens
- directing and overseeing the harvesting, grading and packaging of fish, oysters and other aquatic stock

- organising the sale, purchase and transportation of fish stock
- maintaining and evaluating records of farming activities, monitoring market activity and planning production accordingly
- managing business capital including budgeting, taxation, debt and loan management
- may select, train and supervise staff and contractors

**Occupation:**

121111 Aquaculture Farmer

**121111 AQUACULTURE FARMER**

Plans, organises, controls, coordinates and performs farming operations to breed and raise fish and other aquatic stock.

Skill Level: 1

Specialisations:

Fish Farmer  
Hatchery Manager (Fish)  
Mussel Farmer  
Oyster Farmer  
Seafood Farmer

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### UNIT GROUP 1212 CROP FARMERS

CROP FARMERS plan, organise, control, coordinate and perform farming operations to grow crops.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- planning and coordinating the production and marketing of crops, such as grain, cotton, sugar cane, fruit and nuts, vegetables, turf and flowers, from soil preparation to harvest taking into account environmental and market factors
- selecting and planting seeds, seedlings and bulbs, and grafting new varieties to root stocks
- maintaining crop production by cultivating, de-budding and pruning, and maintaining optimal growing conditions
- organising and conducting farming operations, such as collecting, storing, grading and packaging produce, and organising the sale, purchase and despatch of produce
- directing and overseeing general farming activities such as fertilising and pest and weed control

- maintaining farm buildings, fences, equipment and water supply systems
- maintaining and evaluating records of farming activities, monitoring market activity, and planning crop preparation and production to meet contract requirements and market demand
- managing business capital including budgeting, taxation, debt and loan management
- may select, train and supervise staff and contractors

### **Occupations:**

121211 Cotton Grower

121212 Flower Grower

121213 Fruit or Nut Grower

121214 Grain, Oilseed or Pasture Grower (Aus) / Field Crop Grower (NZ)

121215 Grape Grower

121216 Mixed Crop Farmer

121217 Sugar Cane Grower

121218 Turf Grower

121221 Vegetable Grower (Aus) / Market Gardener (NZ)

121299 Crop Farmers nec

### **121211 COTTON GROWER**

Plans, organises, controls, coordinates and performs farming operations to grow cotton.

Skill Level: 1

### **121212 FLOWER GROWER**

Alternative Title:

Floriculturist

Plans, organises, controls, coordinates and performs planting, cultivating and harvesting activities to grow flowering and foliage plants.

Skill Level: 1

Specialisation:

Market Gardener (Flowers) (Aus)

### **121213 FRUIT OR NUT GROWER**

Plans, organises, controls, coordinates and performs farming operations to grow fruit and nuts.

Skill Level: 1

Specialisations:

Market Gardener (Fruit) (Aus)

Olive Grower

Orchardist

### **121214 GRAIN, OILSEED OR PASTURE GROWER (AUS) / FIELD CROP GROWER (NZ)**

Alternative Title:

Grain, Oilseed or Pasture Farm Manager (Aus)

Plans, organises, controls, coordinates and performs farming operations to grow grain, oilseed, protein and pasture crops.

Skill Level: 1

Specialisations:

Lucerne Farmer

Soybean Grower (Aus)

Wheat Farmer

### **121215 GRAPE GROWER**

Plans, organises, controls, coordinates and performs farming operations to grow table or wine grapes.

Skill Level: 1

Specialisation:

Viticulturist

### **121216 MIXED CROP FARMER**

Plans, organises, controls, coordinates and performs farming operations to grow a variety of crops.

Skill Level: 1

### **121217 SUGAR CANE GROWER**



Alternative Title:

Sugar Cane Farm Manager

Plans, organises, controls, coordinates and performs farming operations to grow sugar cane.

Skill Level: 1

### **121218 TURF GROWER**

Alternative Title:

Turf Farmer

Plans, organises, controls, coordinates and performs farming operations to grow turf.

Skill Level: 1

### **121221 VEGETABLE GROWER (AUS) / MARKET GARDENER (NZ)**

Alternative Title:

Vegetable Farm Manager

Plans, organises, controls, coordinates and performs farming, greenhouse and market garden operations to grow vegetables.

Skill Level: 1

Specialisation:

Market Gardener (Vegetables) (Aus)

### **121299 CROP FARMERS NEC**

This occupation group covers Crop Farmers not elsewhere classified.

Skill Level: 1

Occupations in this group include:

Coffee Grower (Aus)

Ginger Farmer

Hop Farmer

Mushroom Farmer  
Tea Tree Farmer  
Tree Farmer

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### UNIT GROUP 1213 LIVESTOCK FARMERS

LIVESTOCK FARMERS plan, organise, control, coordinate and perform farming operations to breed and raise livestock.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- breeding and raising livestock for the production of honey, meat, milk, skins, eggs and wool
- monitoring and maintaining the health and condition of livestock
- providing pastures and fodder to maintain appropriate nutritional levels
- moving livestock to optimise feeding opportunities
- organising and conducting farming operations such as catching, drenching and milking livestock, sterilising machines, and collecting, grading and packaging produce
- directing and overseeing general farming activities such as maintaining pens, sheds and cages, fertilising, controlling pests and weeds, and growing fodder

- maintaining fences, equipment and water supply systems
- organising the sale, purchase and transportation of livestock and produce
- maintaining and evaluating records of farming activities, monitoring market activity and planning production accordingly
- managing business capital including budgeting, taxation, debt and loan management
- may select, train and supervise staff and contractors

#### **Occupations:**

121311 Apiarist  
 121312 Beef Cattle Farmer  
 121313 Dairy Cattle Farmer  
 121314 Deer Farmer  
 121315 Goat Farmer  
 121316 Horse Breeder  
 121317 Mixed Livestock Farmer  
 121318 Pig Farmer  
 121321 Poultry Farmer  
 121322 Sheep Farmer  
 121399 Livestock Farmers nec

#### **121311 APIARIST**

Alternative Title:

Beekeeper

Plans, organises, controls, coordinates and operates apiaries to produce honey, queen bee pollen, beeswax and royal jelly, breed queen bees and pollinate crops.

Skill Level: 1

#### **121312 BEEF CATTLE FARMER**

Alternative Titles:

Beef Cattle Farm Manager  
 Beef Cattle Grazier

Plans, organises, controls, coordinates and performs farming operations to breed and raise beef cattle for meat and breeding stock.

Skill Level: 1

Specialisation:

Stud Beef Cattle Farmer

### **121313 DAIRY CATTLE FARMER**

Alternative Title:

Dairy Cattle Farm Manager

Plans, organises, controls, coordinates and performs farming operations to breed and raise dairy cattle for milk, meat and breeding stock.

Skill Level: 1

Specialisations:

Share Dairy Farmer (Aus) / Sharemilker (NZ)

Stud Dairy Cattle Farmer

### **121314 DEER FARMER**

Plans, organises, controls, coordinates and performs farming operations to breed and raise deer for meat, velvet, hides and breeding stock.

Skill Level: 1

### **121315 GOAT FARMER**

Plans, organises, controls, coordinates and performs farming operations to breed and raise goats for fibre, milk, meat and breeding stock.

Skill Level: 1

### **121316 HORSE BREEDER**

Alternative Title:

Horse Stud Manager

Plans, organises, controls, coordinates and performs farming operations to breed and raise horses for competition, dressage, eventing, showjumping, riding for pleasure and working.

Skill Level: 1

Specialisation:

Stud Master/Mistress

### **121317 MIXED LIVESTOCK FARMER**

Plans, organises, controls, coordinates and performs farming operations to breed and raise a variety of livestock.

Skill Level: 1

### **121318 PIG FARMER**

Alternative Title:

Pig Farm Manager

Plans, organises, controls, coordinates and performs farming operations to breed and raise pigs for meat and breeding stock.

Skill Level: 1

Specialisation:

Pig Breeder

### **121321 POULTRY FARMER**

Alternative Title:

Poultry Farm Manager

Plans, organises, controls, coordinates and performs farming operations to breed and raise chickens, turkeys, ducks and other poultry for eggs, meat and breeding stock.

Skill Level: 1

Specialisations:

Egg Producer

Hatchery Manager (Poultry)

### **121322 SHEEP FARMER**

Alternative Title:

Sheep Farm Manager

Plans, organises, controls, coordinates and performs farming operations to breed and raise sheep for wool, meat and breeding stock.

Skill Level: 1

Specialisations:

Stud Sheep Farmer

Wool Grower

### **121399 LIVESTOCK FARMERS NEC**

This occupation group covers Livestock Farmers not elsewhere classified.

Skill Level: 1

Occupations in this group include:

Alpaca Farmer

Crocodile Farmer (Aus)

Dog Breeder

Emu Farmer (Aus)

Llama Farmer

Ostrich Farmer

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### UNIT GROUP 1214 MIXED CROP AND LIVESTOCK FARMERS

MIXED CROP AND LIVESTOCK FARMERS plan, organise, control, coordinate and perform farming operations to both grow crops and to breed and raise livestock.

#### **Indicative Skill Level:**

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### **Tasks Include:**

- planning and coordinating the production and marketing of crops and livestock
- breeding and raising livestock for the production of meat, wool, skins, milk or eggs, and growing grain, seed crops, vegetables, fruit or nuts
- monitoring and maintaining the health and condition of livestock
- providing pastures and fodder to maintain appropriate nutritional levels
- selecting and purchasing seed for planting, planning and implementing breeding programs
- directing and overseeing general farming activities such as fertilising, and pest and weed control

- maintaining farm buildings, fences, equipment and water supply systems
- organising the sale, purchase and transportation of livestock and produce
- maintaining and evaluating records of farming activities, monitoring market activity and planning production accordingly
- managing business capital, monitoring market activity and planning production accordingly
- may select, train and supervise staff and contractors

**Occupation:**

121411 Mixed Crop and Livestock Farmer

**121411 MIXED CROP AND LIVESTOCK FARMER**

Alternative Title:

Farmer and Grazier

Plans, organises, controls, coordinates and performs farming operations to both grow crops and to breed and raise livestock.

Skill Level: 1

Specialisations:

Cattle and Wheat Farmer

Lifestyle Block Farmer (NZ)

Sheep and Wheat Farmer

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### SUB-MAJOR GROUP 13 SPECIALIST MANAGERS

SPECIALIST MANAGERS plan, organise, direct, control and coordinate special functions within organisations such as advertising and sales, financial, human resources, production and distribution, education, health and welfare, and ICT.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this sub-major group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- developing, implementing and monitoring strategies, policies and plans for their area of control
- establishing and directing operational and administrative procedures
- directing and coordinating the allocation of resources
- monitoring work progress and performance, and adjusting processes and resources to keep goals on track
- controlling budget planning and report preparation, and monitoring and controlling expenditure for their area of control
- controlling selection, training and performance of staff

- representing the organisation in negotiations, and at conventions, seminars, public hearings and forums

This section contains the following subsection :

[MINOR GROUP 131 Advertising, Public Relations and Sales Managers](#)

[MINOR GROUP 132 Business Administration Managers](#)

[MINOR GROUP 133 Construction, Distribution and Production Managers](#)

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### MINOR GROUP 131 ADVERTISING, PUBLIC RELATIONS AND SALES MANAGERS

ADVERTISING, PUBLIC RELATIONS AND SALES MANAGERS plan, organise, direct, control and coordinate advertising, public relations, sales and marketing activities within organisations.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- directing the development and implementation of sales strategies and setting sales targets in order to maximise an organisation's sales and customer loyalty
- directing the development and implementation of strategies to promote an organisation's goods and services to as many people as possible
- directing the development and implementation of strategies to generate increased consumption of an organisation's goods and services through the creation and reinforcement of 'brand image' or 'brand loyalty'
- directing the development and implementation of strategies to build and maintain an organisation's image

and reputation with its customers, investors and the wider public

This section contains the following subsection :

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### UNIT GROUP 1311 ADVERTISING, PUBLIC RELATIONS AND SALES MANAGERS

ADVERTISING, PUBLIC RELATIONS AND SALES MANAGERS plan, organise, direct, control and coordinate advertising, public relations, sales and marketing activities within organisations.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- directing the development and implementation of sales strategies and setting sales targets in order to maximise an organisation's sales and customer loyalty
- directing the development and implementation of strategies to promote an organisation's goods and services to as many people as possible
- directing the development and implementation of strategies to generate increased consumption of an organisation's goods and services through the creation and reinforcement of 'brand image' or 'brand loyalty'
- directing the development and implementation of strategies to build and maintain an organisation's image



and reputation with its customers, investors and the wider public

**Occupations:**

131112 Sales and Marketing Manager

131113 Advertising Manager

131114 Public Relations Manager

**131112 SALES AND MARKETING MANAGER**

Plans, organises, directs, controls and coordinates the sales and marketing activities within an organisation.

ICT Business Development Managers are excluded from this occupation. ICT Business Development

Managers are included in Unit Group 2252 ICT Sales Professionals, in Occupation 225212 ICT Business

Development Manager.

Skill Level: 1

Specialisations:

Business Development Manager

Market Research Manager

**131113 ADVERTISING MANAGER**

Plans, organises, directs, controls and coordinates the advertising activities within an organisation.

Skill Level: 1

**131114 PUBLIC RELATIONS MANAGER**

Alternative Titles:

Communications Manager

Corporate Affairs Manager

Corporate Relations Manager

PR Manager

Public Affairs Manager

Plans, organises, directs, controls and coordinates the public relations activities within an organisation.

Skill Level: 1

Specialisations:

Community Relations Manager  
External Relations Manager  
Media Relations Manager

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### MINOR GROUP 132 BUSINESS ADMINISTRATION MANAGERS

BUSINESS ADMINISTRATION MANAGERS plan, organise, direct, control and coordinate the corporate, financial, human resource, policy, planning, research and development activities and guidelines within organisations.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- formulating and administering policy advice and strategic planning
- establishing and directing operational and administrative procedures
- implementing, monitoring and evaluating budgetary and accounting strategies and policies
- providing advice to senior Managers and board members on strategic, policy and program and legislative issues
- ensuring compliance with relevant legislation, regulations and standards
- controlling selection, training and performance of staff

- representing the organisation in negotiations, and at conventions, seminars, public hearings and forums

This section contains the following subsection :

[UNIT GROUP 1321 Corporate Services Managers](#)

[UNIT GROUP 1322 Finance Managers](#)

[UNIT GROUP 1323 Human Resource Managers](#)

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### UNIT GROUP 1321 CORPORATE SERVICES MANAGERS

CORPORATE SERVICES MANAGERS plan, organise, direct, control and coordinate the overall administration of organisations.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- providing high level administrative, strategic planning and operational support, research and advice to senior management on administrative matters such as staff management, financial planning, facility management and information services
- developing and managing the organisation's administrative, financial, physical and staff resources
- developing and implementing administrative, financial and operational procedural statements and guidelines for use by staff in the organisation
- analysing complex resource management issues and initiatives that affect the organisation, and preparing associated reports, correspondence and submissions

- providing information and support for the preparation of financial reports and budgets
- leading, managing and developing administrative staff to ensure smooth business operations and the provision of accurate and timely information
- representing the organisation in negotiations, and at conventions, seminars, public hearings and forums, and promoting existing and new programs and policies

**Occupation:**

132111 Corporate Services Manager

**132111 CORPORATE SERVICES MANAGER**

Alternative Titles:

Administration Manager  
Business Services Manager

Plans, organises, directs, controls and coordinates the overall administration of an organisation.  
Skill Level: 1

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### UNIT GROUP 1322 FINANCE MANAGERS

FINANCE MANAGERS plan, organise, direct, control and coordinate the financial and accounting activities within organisations.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- determining, implementing, monitoring, reviewing and evaluating budgetary and accounting strategies, policies and plans in consultation with other Managers
- providing financial information and interpreting the implications for business performance and funding needs
- coordinating the development, implementation and monitoring of accounting systems
- directing the preparation of financial reports that summarise and forecast the organisation's financial position such as income statements, balance sheets and analyses of future earnings and income
- assessing capital finance proposals and the financial status of operational projects

- advising on investment strategies, sources of funds and the distribution of earnings
- delivering long range profit forecasts, budgeting and financial reporting
- ensuring compliance with financial legislation and standards

**Occupation:**

132211 Finance Manager

**132211 FINANCE MANAGER**

Alternative Titles:

Chief Financial Officer  
Finance Director  
Financial Controller

Plans, organises, directs, controls and coordinates the financial and accounting activities within an organisation.

Skill Level: 1

Specialisation:

Financial Administrator

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### UNIT GROUP 1323 HUMAN RESOURCE MANAGERS

HUMAN RESOURCE MANAGERS plan, organise, direct, control and coordinate the human resource and workplace relations activities within organisations.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- determining, implementing, monitoring, reviewing and evaluating human resource management strategies, policies and plans to meet business needs
- advising and assisting other Managers in applying sound recruitment and selection practices, and appropriate induction, training and development programs
- developing and implementing performance management systems to plan, appraise and improve individual and team performance
- representing the organisation in negotiations with unions and employees to determine remuneration and other conditions of employment

- developing and implementing occupational health and safety programs and equal employment opportunity programs, and ensuring compliance with related statutory requirements
- overseeing the application of redundancy and other employee retrenchment policies
- monitoring employment costs and productivity levels
- may train and advise other Managers in personnel and workplace relations matters

**Occupation:**

132311 Human Resource Manager

**132311 HUMAN RESOURCE MANAGER**

Plans, organises, directs, controls and coordinates the human resource and workplace relations activities within an organisation.

Skill Level: 1

Specialisations:

Kaiwhakahaere Tumu (NZ)  
Occupational Health and Safety Manager  
Training and Development Manager  
Workplace Relations Manager

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### UNIT GROUP 1324 POLICY AND PLANNING MANAGERS

POLICY AND PLANNING MANAGERS plan, organise, direct, control and coordinate policy advice and strategic planning within organisations.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- developing, implementing and monitoring strategic plans, programs, policies, processes, systems and procedures to achieve goals, objectives and work standards
- developing, implementing, administering and participating in policy research and analysis
- coordinating the implementation of policies and practices
- establishing activity measures and measurements of accountability
- overseeing and participating in the development of policy documents and reports
- consulting with and providing expert advice to government officials and board members on policy, program and legislative issues

- representing the organisation in negotiations, and at conventions, seminars, public hearings and forums convened to discuss policy issues

**Occupation:**

132411 Policy and Planning Manager

**132411 POLICY AND PLANNING MANAGER**

Alternative Title:

Public Policy Manager

Plans, organises, directs, controls and coordinates policy advice and strategic planning within an organisation.

Skill Level: 1

Specialisations:

Corporate Planning Manager

Strategic Planning Manager

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### UNIT GROUP 1325 RESEARCH AND DEVELOPMENT MANAGERS

RESEARCH AND DEVELOPMENT MANAGERS plan, organise, direct, control and coordinate research and development activities within organisations.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- determining, implementing and monitoring research and development strategies, policies and plans
- developing and implementing research projects, priorities and targets to support commercial and policy developments
- leading major research projects and coordinating activities of other research workers
- assessing the benefits and monitoring the costs and effectiveness of research and development activities
- interpreting results of research projects and recommending associated product and service development innovations
- providing advice on research and development options available to the organisation

- monitoring leading-edge developments in relevant disciplines and assessing implications for the organisation
- may publish results of significant research projects

**Occupation:**

132511 Research and Development Manager

**132511 RESEARCH AND DEVELOPMENT MANAGER**

Plans, organises, directs, controls and coordinates research and development activities within an organisation.

Skill Level: 1

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### MINOR GROUP 133 CONSTRUCTION, DISTRIBUTION AND PRODUCTION MANAGERS

CONSTRUCTION, DISTRIBUTION AND PRODUCTION MANAGERS plan, organise, direct, control and coordinate building and construction, engineering, importing, exporting and wholesaling, manufacturing, production, supply and distribution activities within organisations.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- identifying business opportunities, and developing and implementing business plans and marketing, operating, human resource, pricing and credit policies and procedures
- establishing project schedules and budgets
- coordinating labour resources and procurement and delivery of materials, plant and equipment
- negotiating contracts with suppliers and customers to meet resource, cost and quality requirements
- monitoring costs and work progress and performance, and adjusting processes and resources to ensure goals are met

- directing the preparation of production records and reports

This section contains the following subsection :

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[UNIT GROUP 1332 Engineering Managers](#)

[UNIT GROUP 1333 Importers, Exporters and Wholesalers](#)

[UNIT GROUP 1334 Manufacturers](#)

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### UNIT GROUP 1331 CONSTRUCTION MANAGERS

CONSTRUCTION MANAGERS plan, organise, direct, control and coordinate the construction of civil engineering projects, buildings and dwellings, and the physical and human resources involved in building and construction.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

#### Tasks Include:

- interpreting architectural drawings and specifications
- coordinating labour resources, and procurement and delivery of materials, plant and equipment
- consulting with Architects, Engineering Professionals and other professionals, and Technical and Trades Workers
- negotiating with building owners, property developers and subcontractors involved in the construction

- process to ensure projects are completed on time and within budget
- preparing tenders and contract bids
- operating and implementing coordinated work programs for sites
- ensuring adherence to building legislation and standards of performance, quality, cost and safety
- arranging submission of plans to local authorities
- building under contract, or subcontracting specialised building services
- overseeing the standard and progress of subcontractors' work
- arranging building inspections by local authorities

### **Occupations:**

133111 Construction Project Manager

133112 Project Builder

### **133111 CONSTRUCTION PROJECT MANAGER**

Alternative Title:

Building and Construction Manager

Plans, organises, directs, controls and coordinates construction of civil engineering and building projects, and the physical and human resources involved in the construction process. Registration or licensing is required.  
Skill Level: 1

### **133112 PROJECT BUILDER**

Alternative Title:

Professional Builder

Plans, organises, directs, controls and coordinates the construction, alteration and renovation of dwellings and other buildings, and the physical and human resources involved in the building process. Registration or licensing is required.  
Skill Level: 1

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### UNIT GROUP 1332 ENGINEERING MANAGERS

ENGINEERING MANAGERS plan, organise, direct, control and coordinate the engineering and technical operations of organisations.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- determining, implementing and monitoring engineering strategies, policies and plans
- interpreting plans, drawings and specifications, and providing advice on engineering methods and procedures to achieve construction and production requirements
- establishing project schedules and budgets
- ensuring conformity with specifications and plans, and with laws, regulations and safety standards
- ensuring engineering standards of quality, cost, safety, timeliness and performance are observed
- overseeing maintenance requirements to optimise efficiency
- liaising with marketing, research and manufacturing managers regarding engineering aspects of new

- construction and product design
- may contribute to research and development projects

**Occupation:**

133211 Engineering Manager

**133211 ENGINEERING MANAGER**

Plans, organises, directs, controls and coordinates the engineering and technical operations of an organisation.

Skill Level: 1

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### UNIT GROUP 1333 IMPORTERS, EXPORTERS AND WHOLESALERS

IMPORTERS, EXPORTERS AND WHOLESALERS plan, organise, direct, control and coordinate the operations of importing, exporting and wholesaling establishments.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- identifying local and overseas business opportunities
- developing and implementing business plans, and marketing, operating, human resource, pricing and credit policies and procedures
- determining the mix of products and services to be provided and negotiating conditions of trade
- liaising with local and overseas suppliers and distributors about orders and products
- researching regulatory and statutory requirements affecting the importing, exporting, wholesaling and distribution of goods
- monitoring business performance and preparing estimates, financial statements and reports of operations

- appointing agents and distributors
- arranging the shipping of goods into and out of the country
- overseeing the display and sale of merchandise and preparation of product information for customer service staff and customers
- implementing after-sales service procedures

### **Occupations:**

133311 Importer or Exporter

133312 Wholesaler

### **133311 IMPORTER OR EXPORTER**

Plans, organises, directs, controls and coordinates the operations of an importing or exporting establishment.

Skill Level: 1

### **133312 WHOLESALER**

Plans, organises, directs, controls and coordinates the operations of a wholesale trading establishment.

Skill Level: 1

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### UNIT GROUP 1334 MANUFACTURERS

MANUFACTURERS plan, organise, direct, control and coordinate the operations of small manufacturing establishments.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- identifying business opportunities, devising new manufacturing processes and determining products to be manufactured
- developing business plans and implementing operational, marketing, human resource and pricing procedures
- researching and implementing regulatory and statutory requirements affecting manufacturing operations and the environment
- directing the activities of production, warehouse, distribution and other operating units
- maintaining quality control systems for manufacturing, waste disposal, delivery and other procedures



- coordinating orders for raw materials, supplies and equipment, and arranging packaging, delivery and wholesaling of products
- overseeing the coordination of after-sales service
- overseeing the provision of quotes for the manufacture of specialised goods and arranging contracts with customers
- may devise and oversee the implementation of production run schedules

**Occupation:**

133411 Manufacturer

**133411 MANUFACTURER**

Plans, organises, directs, controls and coordinates the operations of a small manufacturing establishment.

Skill Level: 1

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### UNIT GROUP 1335 PRODUCTION MANAGERS

PRODUCTION MANAGERS plan, organise, direct, control and coordinate the production activities of forestry, manufacturing and mining organisations including physical and human resources.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- determining, implementing and monitoring production strategies, policies and plans
- planning details of production activities in terms of output quality and quantity, cost, time available and labour requirements
- controlling the operation of production plant and quality procedures through planning of maintenance, designation of operating hours and supply of parts and tools
- monitoring production output and costs, and adjusting processes and resources to minimise costs
- informing other Managers about production matters
- overseeing the acquisition and installation of new plant and equipment

- directing research into production methods, and recommending and implementing initiatives
- controlling the preparation of production records and reports
- coordinating the implementation of occupational health and safety requirements
- directing staff activities and monitoring their performance

**Occupations:**

133511 Production Manager (Forestry)

133512 Production Manager (Manufacturing)

133513 Production Manager (Mining)

**133511 PRODUCTION MANAGER (FORESTRY)**

Alternative Title:

Forest Manager

Plans, organises, directs, controls and coordinates the production activities of a forestry operation including physical and human resources.

Skill Level: 1

Specialisations:

Forest Logistics Manager (NZ)

Forestry Contractor (NZ)

Harvest Manager (Forestry)

Operations Manager (Forestry)

**133512 PRODUCTION MANAGER (MANUFACTURING)**

Plans, organises, directs, controls and coordinates the manufacturing activities of an organisation including physical and human resources.

Skill Level: 1

Specialisations:

Operations Manager (Production)

Plant Manager (Manufacturing) (Aus)

Works Manager (Manufacturing) (Aus)

**133513 PRODUCTION MANAGER (MINING)**

Alternative Titles:

Mine Manager

Mine Superintendent

Plans, organises, directs, controls and coordinates the production activities of a mining operation including physical and human resources.

Skill Level: 1

Specialisation:

Quarry Manager

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### UNIT GROUP 1336 SUPPLY, DISTRIBUTION AND PROCUREMENT MANAGERS

SUPPLY, DISTRIBUTION AND PROCUREMENT MANAGERS plan, organise, direct, control and coordinate the supply, storage and distribution of goods, products and services produced and used by organisations.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- determining, implementing and monitoring purchasing, storage and distribution strategies, policies and plans
- preparing and implementing plans to maintain required stock levels at minimum cost
- negotiating contracts with suppliers to meet quality, cost and delivery requirements
- monitoring and reviewing storage and inventory systems to meet supply requirements and control stock levels
- operating recording systems to track all movements of supplies and finished goods, and ensuring re-ordering and re-stocking at optimal times

- liaising with other departments and customers concerning requirements for outward goods and associated forwarding transportation
- overseeing the recording of purchase, storage and distribution transactions
- directing staff activities and monitoring their performance
- provision of products and services to meet customer or client requirements

**Occupation:**

133611 Supply and Distribution Manager

133612 Procurement Manager

**133611 SUPPLY AND DISTRIBUTION MANAGER**

Plans, organises, directs, controls and coordinates the supply, storage and distribution of goods produced by an organisation.

Skill Level: 1

Specialisations:

Logistics Manager

Logistics Officer (Air Force)

Ordnance Corps Officer (Army)

Supply Chain Manager

Supply Officer (Navy)

Transport Corps Officer (Army)

**133612 PROCUREMENT MANAGER**

Plans, organises, directs, controls and coordinates the procurement and purchasing of materials, products and services for an organisation.

Skill Level: 1

Alternative Title:

Purchasing Manager

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### MINOR GROUP 134 EDUCATION, HEALTH AND WELFARE SERVICES MANAGERS

EDUCATION, HEALTH AND WELFARE SERVICES MANAGERS plan, organise, direct, control and coordinate the provision of childcare, health, welfare and education services.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- formulating policies and plans for the operation of childcare, health, welfare and educational establishments, and setting standards and objectives
- developing and implementing programs and services to meet the needs of clients
- directing and coordinating the allocation of resources
- liaising with parents, boards, funding bodies, the community and educational institutions to discuss areas of cooperation and coordination
- directing administrative operations such as budget planning, report preparation, monitoring and controlling expenditure, and student admissions



- selecting, developing and managing the performance of staff
- preparing, or arranging for the preparation of, reports, budgets and forecasts
- representing the organisation in negotiations, and at conventions, seminars, public hearings and forums

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### UNIT GROUP 1341 CHILD CARE CENTRE MANAGERS

CHILD CARE CENTRE MANAGERS plan, organise, direct, control and coordinate the activities of childcare centres and services including physical and human resources.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- developing and implementing programs to enhance the physical, social, emotional and intellectual development of young children
- providing care for children in before-school, after-school, day, and vacation care centres
- directing and supervising Child Carers in providing care and supervision for young children
- ensuring the centre is a safe area for children, staff and visitors
- complying with relevant government requirements and standards
- liaising with parents
- maintaining records and accounts for the centre

- recruiting staff and coordinating professional development

**Occupation:**

134111 Child Care Centre Manager

**134111 CHILD CARE CENTRE MANAGER**

Alternative Titles:

Child Care Centre Director  
Child Care Coordinator

Plans, organises, directs, controls and coordinates the activities of a childcare centre or service including physical and human resources.

Skill Level: 1

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### UNIT GROUP 1342 HEALTH AND WELFARE SERVICES MANAGERS

HEALTH AND WELFARE SERVICES MANAGERS plan, organise, direct, control and coordinate the professional and administrative aspects of health and welfare programs and services.

Nurse Managers are excluded from this unit group. Nurse Managers are included in Unit Group 2543 Nurse Managers.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification and at least five years of relevant experience. In some instances relevant experience may substitute for the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### Tasks Include:

- providing overall direction and management for the service, facility, organisation or centre
- developing, implementing and monitoring procedures, policies and standards for medical, nursing, allied health and administrative staff
- coordinating and administering health and welfare programs and clinical services

monitoring and evaluating resources devoted to health, welfare, recreation, housing, employment, training and other community facilities and centres

- controlling administrative operations such as budget planning, report preparation, expenditure on supplies, equipment and services
- liaising with other health and welfare providers, boards and funding bodies to discuss areas of health and welfare service cooperation and coordination
- advising government bodies about measures to improve health and welfare services and facilities
- representing the organisation in negotiations, and at conventions, seminars, public hearings and forums
- controlling selection, training and supervision of staff

**Occupations:**

134211 Medical Administrator (Aus) / Medical Superintendent (NZ)

134212 Nursing Clinical Director

134213 Primary Health Organisation Manager

134214 Welfare Centre Manager

134299 Health and Welfare Services Managers nec

**134211 MEDICAL ADMINISTRATOR (AUS) / MEDICAL SUPERINTENDENT (NZ)**

Alternative Title:

Medical Manager

Plans, organises, directs, controls and coordinates medical programs and clinical services in a hospital or other health service facility, maintains standards of medical care, provides leadership to ensure an appropriately skilled medical workforce, and contributes to health service planning.

Skill Level: 1

Specialisations:

Director of Clinical Services

Director of Medical Services

**134212 NURSING CLINICAL DIRECTOR**

Alternative Titles:

Director of Nursing

Senior Nurse Manager

Plans, organises, directs, controls and coordinates nursing programs and clinical services in a hospital, aged care or other health service facility, maintains standards of nursing care, provides leadership to ensure an

appropriately skilled nursing and midwifery workforce, and contributes to health service planning. Registration or licensing may be required.

Skill Level: 1

Specialisations:

Assistant Director of Nursing  
Deputy Director of Nursing  
Executive Director of Nursing

### **134213 PRIMARY HEALTH ORGANISATION MANAGER**

Plans, organises, directs, controls and coordinates a primary health organisation that provides a broad range of out-of-hospital health services.

Skill Level: 1

### **134214 WELFARE CENTRE MANAGER**

Alternative Title:

Welfare Project Manager

Plans, organises, directs, controls and coordinates a centre, program or project concerned with social welfare support.

Skill Level: 1

### **134299 HEALTH AND WELFARE SERVICES MANAGERS NEC**

This occupation group covers Health and Welfare Services Managers not elsewhere classified.

Skill Level: 1

Occupations in this group include:

Director of Pharmacy  
Director of Physiotherapy Services  
Director of Speech Pathology  
Manager of Allied Health Services  
Medical Corps Officer (Army)

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### UNIT GROUP 1343 SCHOOL PRINCIPALS

SCHOOL PRINCIPALS plan, organise, direct, control and coordinate the educational and administrative aspects of primary, middle or intermediate, and secondary schools including physical and human resources.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification and at least five years of relevant experience (ANZSCO Skill Level 1).

Registration or licensing is required.

#### Tasks Include:

- determining educational programs based on curricula set by educational authorities
- implementing systems and procedures to monitor school performance and student enrolments
- directing administrative and clerical activities concerning student admissions and educational services
- preparing school budgets and maintaining budgetary controls
- promoting the educational program, and representing schools in the wider community
- supervising the maintenance of school facilities
- enforcing a disciplinary code to create a safe and conducive environment for students and teachers
- organising and implementing methods of raising additional funds in conjunction with parent groups



- controlling selection, training and supervision of staff
- may teach students

**Occupation:**

134311 School Principal

**134311 SCHOOL PRINCIPAL**

Alternative Title:

Headmaster/mistress

Plans, organises, directs, controls and coordinates the educational and administrative aspects of primary, middle or intermediate and secondary schools including physical and human resources. Registration or licensing is required.

Skill Level: 1

Specialisations:

Middle or Intermediate School Principal

Primary School Principal

Secondary School Principal

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### UNIT GROUP 1344 OTHER EDUCATION MANAGERS

OTHER EDUCATION MANAGERS plan, organise, direct, control and coordinate educational policy, and provide advice and educational and administrative support to staff and students in educational institutions.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification and at least five years of relevant experience. In some instances relevant experience may substitute for the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- coordinating the educational, administrative and financial affairs of an educational institution or department within the institution
- researching, developing, implementing, reviewing and evaluating educational and administrative policy
- liaising between educational institutions, parents and the wider community
- providing advice on policy and procedures to staff and students
- consulting with academic and administrative staff to coordinate educational programs
- identifying and addressing present and future needs for student and staff development
- researching educational systems and monitoring and evaluating new developments
- researching and reporting on students' needs arising from curriculum implementation

- developing and delivering training programs for teachers

**Occupations:**

134411 Faculty Head

134412 Regional Education Manager

134499 Education Managers nec

**134411 FACULTY HEAD**

Plans, organises, directs, controls and coordinates the educational and administrative aspects of a department, faculty or school within a university or other tertiary education institution.

Skill Level: 1

Specialisations:

Dean (University)

Head Teacher (TAFE) (Aus)

**134412 REGIONAL EDUCATION MANAGER**

Plans, organises, directs, controls and coordinates educational approaches and policy, and curriculum resources and development for preschool, primary, middle or intermediate school, secondary, TAFE or polytechnic teachers and administrators.

Skill Level: 1

Specialisation:

School Administrator

**134499 EDUCATION MANAGERS NEC**

This occupation group covers Education Managers not elsewhere classified.

Skill Level: 1

Occupations in this group include:

Polytechnic Registrar (NZ)

Project Coordinator (Education)

TAFE Registrar (Aus)

University Registrar

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### MINOR GROUP 135 ICT MANAGERS

ICT MANAGERS plan, organise, direct, control and coordinate the acquisition, development, maintenance and use of computer and telecommunication systems within organisations.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- analysing information needs and specifying technology to meet those needs
- formulating and directing information and communication technology (ICT) strategies, policies and plans
- directing the selection and installation of ICT resources and the provision of user training
- directing ICT operations and setting priorities between system developments, maintenance and operations
- overseeing the security of ICT systems

This section contains the following subsection :

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1351 ICT Managers

### UNIT GROUP 1351 ICT MANAGERS

ICT MANAGERS plan, organise, direct, control and coordinate the acquisition, development, maintenance and use of computer and telecommunication systems within organisations.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- analysing information needs and specifying technology to meet those needs
- formulating and directing information and communication technology (ICT) strategies, policies and plans
- directing the selection and installation of ICT resources and the provision of user training
- directing ICT operations and setting priorities between system developments, maintenance and operations
- overseeing the security of ICT systems

#### Occupations:

135111 Chief Information Officer  
135112 ICT Project Manager  
135199 ICT Managers nec

### **135111 CHIEF INFORMATION OFFICER**

Alternative Title:

Chief Technology Officer

Plans, organises, directs, controls and coordinates the ICT strategies, plans and operations of an organisation to ensure the ICT infrastructure supports the organisation's overall operations and priorities.

Skill Level: 1

### **135112 ICT PROJECT MANAGER**

Plans, organises, directs, controls and coordinates quality accredited ICT projects. Accountable for day-to-day operations of resourcing, scheduling, prioritisation and task coordination, and meeting project milestones, objectives and deliverables within agreed timeframes and budgets.

Skill Level: 1

Specialisation:

ICT Development Manager

### **135199 ICT MANAGERS NEC**

This occupation group covers ICT Managers not elsewhere classified.

Skill Level: 1

Occupations in this group include:

IT Service Delivery Manager  
Network Manager

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### MINOR GROUP 139 MISCELLANEOUS SPECIALIST MANAGERS

This minor group covers Specialist Managers not elsewhere classified. It includes Commissioned Officers (Management), and Senior Non-commissioned Defence Force Members.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

This section contains the following subsection :

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### UNIT GROUP 1391 COMMISSIONED OFFICERS (MANAGEMENT)

COMMISSIONED OFFICERS (MANAGEMENT) provide high level management to support the running of organisational, geographical and operational units and sections within the defence forces and fire and police services.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- establishing administrative and operational procedures by taking account of the organisation's operating environment
- making policy decisions and accepting responsibility for operations, performance of staff, achievement of targets and adherence to budgets, standards and procedures
- establishing lines of control and delegating responsibilities to subordinate staff
- representing the organisation in dealings with other organisations and the public
- controlling the collection and interpretation of management information to monitor performance

- controlling the use of, and accounting for, the assets and facilities of the organisation
- preparing budgets and other management plans
- preparing reports, authorising the release of information, and handling public relations activities

### **Occupations:**

139111 Commissioned Defence Force Officer

139112 Commissioned Fire Officer

139113 Commissioned Police Officer

### **139111 COMMISSIONED DEFENCE FORCE OFFICER**

Provides high level management to support the running of an organisational unit within the Australian or New Zealand Defence Forces.

This occupation includes the following ranks:

Air Force: Flight Lieutenant, Flying Officer, Pilot Officer, Squadron Leader

Army: Captain, Lieutenant, Major, Second Lieutenant

Navy: Lieutenant, Lieutenant Commander, Midshipman, Sub Lieutenant

This occupation excludes Commissioned Defence Force Officers performing duties for which there is a civilian equivalent. These officers are included with the civilian occupation, for example, Nursing Officers are included in Unit Group 2544 Registered Nurses, in Occupation 254499 Registered Nurses nec.

Skill Level: 1

Specialisations:

Air Defence Officer (Air Force) (Aus)  
 Ground Defence Officer (Air Force) (Aus)  
 Military Police Officer (Air Force) (NZ)  
 Security Police Officer (Air Force) (Aus)  
 Armoured Corps Officer (Army)  
 Artillery Officer (Army)  
 General Service Officer (Army) (Aus)  
 Infantry Officer (Army)  
 Military Police Officer (Army)  
 Special Service Officer (Army) (Aus)  
 Military Police Officer (Navy) (NZ)  
 Observer (Navy)

### **139112 COMMISSIONED FIRE OFFICER**

Provides high level management to support the running of a geographical or operational section of a fire

service.  
Skill Level: 1

Specialisations:

Fire Investigator  
Inspector (Fire Services)

### **139113 COMMISSIONED POLICE OFFICER**

Provides high level management to support the running of a geographical or operational section of a police service.

Skill Level: 1

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### UNIT GROUP 1392 SENIOR NON-COMMISSIONED DEFENCE FORCE MEMBERS

SENIOR NON-COMMISSIONED DEFENCE FORCE MEMBERS implement and enforce directives of commissioned officers of the Australian and New Zealand Defence Forces.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- supervising a small group of subordinates
- maintaining discipline of subordinates
- monitoring the morale, welfare and behaviour of subordinates, and advising commanding officers accordingly
- instructing subordinates in dress, deportment, demeanour, behaviour, drill and devotion to duty to maintain military standards
- conducting military drills and inspections
- teaching military traditions and customs

**Occupation:**

139211 Senior Non-commissioned Defence Force Member

**139211 SENIOR NON-COMMISSIONED DEFENCE FORCE MEMBER**

Implements and enforces directives of commissioned officers of the Australian or New Zealand Defence Forces.

This occupation includes the following ranks:

Air Force: Flight Sergeant, Sergeant, Warrant Officer, Warrant Officer of the Air Force

Army: Regimental Sergeant Major of the Army, Sergeant, Warrant Officer Class 1, Warrant Officer Class 2

Navy: Chief Petty Officer, Petty Officer, Warrant Officer, Warrant Officer of the Navy

Skill Level: 1

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### UNIT GROUP 1399 OTHER SPECIALIST MANAGERS

This unit group covers Specialist Managers not elsewhere classified. It includes Arts Administrators or Managers, Environmental Managers, Laboratory Managers, Quality Assurance Managers and Sports Administrators.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Occupations:

139911 Arts Administrator or Manager  
139912 Environmental Manager  
139913 Laboratory Manager  
139914 Quality Assurance Manager  
139915 Sports Administrator

139999 Specialist Managers nec

### **139911 ARTS ADMINISTRATOR OR MANAGER**

Plans, organises, directs, controls, coordinates and promotes artistic and cultural policies, programs, projects and services.

Skill Level: 1

Specialisations:

Art Gallery Director  
Community Arts Centre Manager  
Cultural Centre Manager

### **139912 ENVIRONMENTAL MANAGER**

Plans, organises, directs, controls and coordinates the development and implementation of an environmental management system within an organisation by identifying, solving and alleviating environmental issues, such as pollution and waste treatment, in compliance with environmental legislation and to ensure corporate sustainable development.

Skill Level: 1

### **139913 LABORATORY MANAGER**

Plans, organises, directs, controls and coordinates the operations of a research or production laboratory.

Skill Level: 1

### **139914 QUALITY ASSURANCE MANAGER**

Alternative Title:

Quality Facilitator

Plans, organises, directs, controls and coordinates the deployment of quality systems and certification processes within an organisation.

Skill Level: 1

### **139915 SPORTS ADMINISTRATOR**

Plans, organises, directs, controls, coordinates and promotes sport and recreational activities, and develops related policies.

Skill Level: 1

### **139999 SPECIALIST MANAGERS NEC**

This occupation group covers Specialist Managers not elsewhere classified.

Skill Level: 1

Occupations in this group include:

Airport Manager

Ambassador

Archbishop

Bishop

Harbour Master

Security Manager (Non-ICT)

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### SUB-MAJOR GROUP 14 HOSPITALITY, RETAIL AND SERVICE MANAGERS

HOSPITALITY, RETAIL AND SERVICE MANAGERS organise and control the operations of establishments which provide accommodation, hospitality, retail and other services.

#### **Indicative Skill Level:**

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### **Tasks Include:**

- planning and organising special functions, sporting, gaming and entertainment activities and the range and mix of products, stock levels and service standards

- promoting and selling goods and services
- observing liquor, gaming, health and other laws and regulations
- developing and reviewing policies, programs and procedures concerning customer relations and goods and services provided
- promoting facilities, conferences, conventions and trade shows to potential customers
- organising the purchase and maintenance of transport vehicles, equipment and fuel, and transporting goods
- controlling the selection, training and supervision of staff
- ensuring compliance with occupational health and safety regulations

This section contains the following subsection :

[MINOR GROUP 141 Accommodation and Hospitality Managers](#)

[MINOR GROUP 142 Retail Managers](#)

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Accommodation and Hospitality Managers

### MINOR GROUP 141 ACCOMMODATION AND HOSPITALITY MANAGERS

ACCOMMODATION AND HOSPITALITY MANAGERS organise and control the operations of establishments which provide accommodation and hospitality services.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- planning and organising special functions, sporting, gaming and entertainment activities

- directing and overseeing reservation, reception, room service and housekeeping activities
- observing liquor, gaming, health and other laws and regulations
- monitoring quality at all stages of preparation and presentation of food and services
- controlling the selection, training and supervision of staff
- ensuring compliance with occupational health and safety regulations

This section contains the following subsection :

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[UNIT GROUP 1412 Caravan Park and Camping Ground Managers](#)

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### UNIT GROUP 1411 CAFE AND RESTAURANT MANAGERS

CAFE AND RESTAURANT MANAGERS organise and control the operations of cafes, restaurants and related establishments to provide dining and catering services.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- planning menus in consultation with Chefs



- planning and organising special functions
- arranging the purchasing and pricing of goods according to budget
- maintaining records of stock levels and financial transactions
- ensuring dining facilities comply with health regulations and are clean, functional and of suitable appearance
- conferring with customers to assess their satisfaction with meals and service
- selecting, training and supervising waiting and kitchen staff
- may take reservations, greet guests and assist in taking orders

**Occupation:**

141111 Cafe or Restaurant Manager

**141111 CAFE OR RESTAURANT MANAGER**

Alternative Titles:

Food and Beverage Manager  
Restaurateur

Organises and controls the operations of a cafe, restaurant or related establishment to provide dining and catering services.

Fast Food Managers (Aus)/ Quick Service Restaurant Managers (NZ) are excluded from this occupation. Fast

Food Managers (Aus) and Quick Service Restaurant Managers (NZ) are included in Occupation 142111

Retail Manager (General)

Skill Level: 2

Specialisations:

Bistro Manager  
Canteen Manager  
Caterer  
Internet Cafe Manager

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### UNIT GROUP 1412 CARAVAN PARK AND CAMPING GROUND MANAGERS

CARAVAN PARK AND CAMPING GROUND MANAGERS organise and control the operations of caravan parks and camping grounds to provide accommodation and leisure services.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

#### Tasks Include:

- taking reservations, registering guests, assigning accommodation and collecting payments
- arranging cleaning and maintenance of caravans, cabins, amenities blocks, recreation facilities and grounds
- informing guests of local tourist attractions and recreational facilities
- attending to complaints lodged by customers
- liaising with local government to ensure compliance with laws, regulations and ordinances
- may operate an on-site shop, cafe or restaurant for guests
- may sign, supervise and enforce terms of tenancy agreements in accordance with legislation and may obtain enforcement orders where tenants are in breach of requirements
- may act as licensee for the purchase and sale of liquor

**Occupation:**

141211 Caravan Park and Camping Ground Manager

**141211 CARAVAN PARK AND CAMPING GROUND MANAGER**

Organises and controls the operations of a caravan park and camping ground to provide accommodation and leisure services. Registration or licensing may be required.

Skill Level: 2

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### UNIT GROUP 1413 HOTEL AND MOTEL MANAGERS

HOTEL AND MOTEL MANAGERS organise and control the operations of hotels and motels to provide guest accommodation, meals and other services.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

#### Tasks Include:

- directing and overseeing reservation, reception, room service and housekeeping activities
- supervising security arrangements, and garden and property maintenance
- planning and supervising bar, restaurant, function and conference activities
- observing liquor, gaming, and other laws and regulations
- assessing and reviewing customer satisfaction
- overseeing accounting and purchasing activities
- ensuring compliance with occupational health and safety regulations
- may provide guests with local tourism information, and arrange tours and transportation

**Occupation:**

141311 Hotel or Motel Manager

**141311 HOTEL OR MOTEL MANAGER**

Alternative Titles:

Hotelier  
Publican

Organises and controls the operations of a hotel or motel to provide guest accommodation, meals and other services. Registration or licensing may be required.

Skill Level: 2

Specialisations:

Duty Manager (Hotel)  
Resort Manager

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### UNIT GROUP 1414 LICENSED CLUB MANAGERS

LICENSED CLUB MANAGERS organise and control the operations of licensed clubs to provide food, beverages, gaming, entertainment, sporting and other amenities for members.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing is required.

#### Tasks Include:



- planning and supervising bar, restaurant and function services
- planning, booking and supervising sporting, gaming and entertainment activities
- supervising security arrangements and property maintenance
- arranging member subscriptions
- observing liquor, gaming, health and other laws and regulations
- ensuring compliance with occupational health and safety regulations
- compiling and organising distribution of newsletters and other information to keep members informed of forthcoming events and facilities available
- assessing and reviewing member satisfaction and preferences
- liaising with community groups sponsored and assisted by the club
- selecting, training and supervising staff

**Occupation:**

141411 Licensed Club Manager

**141411 LICENSED CLUB MANAGER**

Alternative Title:

Club Licensee

Organises and controls the operations of a licensed club to provide food, beverages, gaming, entertainment, sporting and other amenities for members. Registration or licensing is required.

Skill Level: 2

Specialisations:

Gaming Manager  
Nightclub Manager

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### UNIT GROUP 1419 OTHER ACCOMMODATION AND HOSPITALITY MANAGERS

This unit group covers Accommodation and Hospitality Managers not elsewhere classified. It includes Bed and Breakfast Operators and Retirement Village Managers.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

## **Occupations:**

141911 Bed and Breakfast Operator

141912 Retirement Village Manager

141999 Accommodation and Hospitality Managers nec

### **141911 BED AND BREAKFAST OPERATOR**

Organises and controls the operations of a bed and breakfast to provide a short term, highly personalised accommodation and leisure service for guests including breakfast. Ensures guests' needs, wants and comfort are satisfied during their stay. Registration or licensing may be required.

Skill Level: 2

### **141912 RETIREMENT VILLAGE MANAGER**

Organises and controls the day-to-day operations of a retirement village to provide a range of accommodation, personal care services, and recreational and social activities for the use and enjoyment of residents.

Skill Level: 2

### **141999 ACCOMMODATION AND HOSPITALITY MANAGERS NEC**

This occupation group covers Accommodation and Hospitality Managers not elsewhere classified. Registration or licensing may be required.

Skill Level: 2

Occupations in this group include:

Backpackers Manager

Boarding House Manager

Casino Duty Manager

Guest House Manager

Hostel Manager

Reception Centre Manager

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### MINOR GROUP 142 RETAIL MANAGERS

RETAIL MANAGERS organise and control the operations of establishments which provide retail services.

#### **Indicative Skill Level:**

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### **Tasks Include:**

- determining product mix, stock levels and service standards
- formulating and implementing purchasing and marketing policies, and setting prices

- promoting and advertising the establishment's goods and services
- selling goods and services to customers and advising them on product use
- maintaining records of stock levels and financial transactions
- undertaking budgeting for the establishment
- controlling selection, training and supervision of staff
- ensuring compliance with occupational health and safety regulations

This section contains the following subsection :

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### UNIT GROUP 1421 RETAIL MANAGERS

RETAIL MANAGERS organise and control the operations of establishments which provide retail services.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

#### **Tasks Include:**



- determining product mix, stock levels and service standards
- formulating and implementing purchasing and marketing policies, and setting prices
- promoting and advertising the establishment's goods and services
- selling goods and services to customers and advising them on product use
- maintaining records of stock levels and financial transactions
- undertaking budgeting for the establishment
- controlling selection, training and supervision of staff
- ensuring compliance with occupational health and safety regulations

#### **Occupations:**

142111 Retail Manager (General)  
142112 Antique Dealer  
142113 Betting Agency Manager  
142114 Hair or Beauty Salon Manager  
142115 Post Office Manager  
142116 Travel Agency Manager

#### **142111 RETAIL MANAGER (GENERAL)**

Alternative Titles:

Retail Store Manager  
Shop Manager

Organises and controls the operations of a retail trading establishment.  
Retail Pharmacists are excluded from this occupation. Retail Pharmacists are included in Unit Group 2515 Pharmacists, in Occupation 251513 Retail Pharmacist.

Skill Level: 2

Specialisations:

Fast Food Manager  
Newsagent  
Retail Bakery Manager

#### **142112 ANTIQUE DEALER**

Buys and sells antiques such as furniture, art, jewellery and china. May also clean, restore and value antiques. Registration or licensing may be required.

Skill Level: 2

### **142113 BETTING AGENCY MANAGER**

Organises and controls the operations of a branch of a betting agency. Registration or licensing is required.

Skill Level: 2

### **142114 HAIR OR BEAUTY SALON MANAGER**

Organises and controls the operations of a hairdressing or beauty salon. Registration or licensing may be required.

Skill Level: 2

### **142115 POST OFFICE MANAGER**

Organises and controls the operations of a post office.

Skill Level: 2

### **142116 TRAVEL AGENCY MANAGER**

Organises and controls the operations of a travel agency. Registration or licensing may be required.

Skill Level: 2

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Miscellaneous Hospitality, Retail and Service Managers

### MINOR GROUP 149 MISCELLANEOUS HOSPITALITY, RETAIL AND SERVICE MANAGERS

This minor group covers Hospitality, Retail and Service Managers not elsewhere classified. It includes Amusement, Fitness and Sports Centre Managers, Call or Contact Centre and Customer Service Managers, Conference and Event Organisers, and Transport Services Managers.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

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### UNIT GROUP 1491 AMUSEMENT, FITNESS AND SPORTS CENTRE MANAGERS

AMUSEMENT, FITNESS AND SPORTS CENTRE MANAGERS organise, control and promote the activities, facilities and resources of amusement, fitness and sports centres.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- planning and organising the range and mix of entertainment, attractions, amusement machines and

fitness programs to be offered by the centre

- organising publicity to promote facilities and attract clients
- scheduling games and competitions
- selecting, training and supervising staff
- ensuring facilities are properly maintained and conform to safety standards
- may undertake coaching, fitness instruction and training of clients
- may plan and organise catering facilities

#### **Occupations:**

149111 Amusement Centre Manager

149112 Fitness Centre Manager

149113 Sports Centre Manager

#### **149111 AMUSEMENT CENTRE MANAGER**

Alternative Title:

Entertainment Centre Manager

Organises, controls and promotes the activities, facilities and resources of an amusement centre, showground or theme park.

Skill Level: 2

Specialisations:

Bridge Club Manager

Fairground Operator

Video Arcade Manager

#### **149112 FITNESS CENTRE MANAGER**

Organises, controls and promotes the activities, facilities and resources of a fitness centre. May coach, instruct and train clients.

Skill Level: 2

#### **149113 SPORTS CENTRE MANAGER**

Organises, controls and promotes the activities, facilities and resources of a sports centre.

Skill Level: 2

Specialisations:

Aquatic Centre Manager  
Golf Course Manager  
Indoor Sports Centre Manager  
Squash Centre Manager  
Stadium Manager  
Tennis Centre Manager  
Ten Pin Bowling Centre Manager

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### UNIT GROUP 1492 CALL OR CONTACT CENTRE AND CUSTOMER SERVICE MANAGERS

CALL OR CONTACT CENTRE AND CUSTOMER SERVICE MANAGERS organise and control the operations of call or contact centres, review customer services, and maintain sound customer relations.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- developing and reviewing policies, programs and procedures concerning customer relations and goods



and services provided

- ensuring operational efficiency within a call centre
- providing direction and feedback to team members and assisting with recruitment
- managing, motivating and developing staff providing customer services
- planning and implementing after-sales services to follow up customer satisfaction, ensure performance of goods purchased, and modify and improve services provided
- liaising with other organisational units, service agents and customers to identify and respond to customer expectations
- may work in a call centre

### **Occupations:**

149211 Call or Contact Centre Manager

149212 Customer Service Manager

### **149211 CALL OR CONTACT CENTRE MANAGER**

Organises and controls the operations of a call or contact centre. May work in a call centre.

Skill Level: 2

### **149212 CUSTOMER SERVICE MANAGER**

Alternative Titles:

Client Service Manager

Service Manager

Plans, administers and reviews customer services and after-sales services, and maintains sound customer relations.

Skill Level: 2

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### UNIT GROUP 1493 CONFERENCE AND EVENT ORGANISERS

CONFERENCE AND EVENT ORGANISERS organise and coordinate services for conferences, events, functions, banquets and seminars.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- promoting conferences, conventions and trade shows to potential customers

responding to inquiries concerning services provided and costs for room and equipment hire, catering and related services

- meeting with clients to discuss their needs and outlining package options to meet these needs
- arranging and coordinating services, such as conference facilities, catering, signage, displays, audiovisual equipment, accommodation, transport and social events, for participants
- organising registration of participants
- negotiating the type and costs of services to be provided within budget
- overseeing work by contractors and reporting on variations to work orders

**Occupation:**

149311 Conference and Event Organiser

**149311 CONFERENCE AND EVENT ORGANISER**

Alternative Title:

Event Manager

Organises and coordinates services for conferences, events, functions, banquets and seminars.

Skill Level: 2

Specialisations:

Event Planner  
Exhibition Organiser  
Wedding Coordinator

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### UNIT GROUP 1494 TRANSPORT SERVICES MANAGERS

TRANSPORT SERVICES MANAGERS organise and control the buying and selling of vehicles for rental agencies and coordinate the leasing of vehicles, the operations of railway stations, and the operations of enterprises that operate fleets of vehicles to transport goods and passengers.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Tasks Include:**

- organising the purchase and maintenance of transport vehicles, equipment and fuel
- liaising with clients to determine requirements and providing customers with advice and information regarding vehicle type, purchase or hire rates and obligations and handling complaints
- receiving orders and bookings, and planning and implementing transportation schedules
- ensuring goods are stored and transported in conditions that will maintain their quality
- arranging collection and delivery of vehicles and goods
- maintaining business records and preparing operational statements and reports
- coordinating activities associated with the arrival, departure, loading and unloading of trains
- ensuring compliance with occupational health and safety regulations

**Occupations:**

149411 Fleet Manager

149412 Railway Station Manager

149413 Transport Company Manager

**149411 FLEET MANAGER**

Organises and controls the buying and selling of vehicles for rental agencies and coordinates the leasing of vehicles. Registration or licensing may be required.

Skill Level: 2

**149412 RAILWAY STATION MANAGER**

Organises and controls the operations of a railway station.

Skill Level: 2

**149413 TRANSPORT COMPANY MANAGER**

Organises and controls the operations of an enterprise that operates a fleet of vehicles to transport goods and passengers. Registration or licensing may be required.

Skill Level: 2

Specialisations:

Bus Company Manager

Car Rental Agency Manager

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### UNIT GROUP 1499 OTHER HOSPITALITY, RETAIL AND SERVICE MANAGERS

This unit group covers Hospitality, Retail and Service Managers not elsewhere classified. It includes Boarding Kennel or Cattery Operators, Cinema or Theatre Managers, Facilities Managers, Financial Institution Branch Managers and Equipment Hire Managers.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Occupations:**

149911 Boarding Kennel or Cattery Operator  
149912 Cinema or Theatre Manager  
149913 Facilities Manager  
149914 Financial Institution Branch Manager  
149915 Equipment Hire Manager  
149999 Hospitality, Retail and Service Managers nec

**149911 BOARDING KENNEL OR CATTERY OPERATOR**

Organises and controls the operations of an establishment which offers temporary boarding for dogs and cats.  
Skill Level: 2

**149912 CINEMA OR THEATRE MANAGER**

Organises and controls the operations of a cinema or theatre. Registration or licensing may be required.  
Skill Level: 2

**149913 FACILITIES MANAGER**

Alternative Title:

Building Manager

Organises, controls and coordinates the strategic and operational management of buildings and facilities in a public and private organisations to ensure the proper and efficient operation of all physical aspects of a facility, to create and sustain safe and productive environments for occupants.  
Skill Level: 2

Specialisation:

Shopping Centre Manager

**149914 FINANCIAL INSTITUTION BRANCH MANAGER**

Organises and controls the general operational activities of a branch of a bank, building society, credit union or similar financial institution.  
Skill Level: 2

Specialisations:

Bank Manager  
Credit Union Manager

### **149915 EQUIPMENT HIRE MANAGER**

Organises and controls the operations of an establishment engaged in the hiring out of equipment to companies involved in areas such as building and engineering construction, government, mining and resources, manufacturing, maintenance, special events, and to individuals for personal use.

Skill Level: 2

### **149999 HOSPITALITY, RETAIL AND SERVICE MANAGERS NEC**

This occupation group covers Hospitality, Retail and Service Managers not elsewhere classified. Registration or licensing may be required.

Skill Level: 2

Occupations in this group include:

Abattoir Manager  
Brothel Keeper  
Laundrette Owner  
Marina Manager  
Nursing Agency Manager  
Taxi Proprietor  
Weight Loss Centre Manager

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### MAJOR GROUP 2 PROFESSIONALS

PROFESSIONALS perform analytical, conceptual and creative tasks through the application of theoretical knowledge and experience in the fields of the arts, media, business, design, engineering, the physical and life sciences, transport, education, health, information and communication technology, the law, social sciences and social welfare.

#### Indicative Skill Level:

Most occupations in this major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

Bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification (ANZSCO Skill Level 1); or

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2)

In New Zealand:

Bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification (ANZSCO Skill Level 1); or

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2).

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Some occupations, such as those in Sub-Major Group 21 Arts and Media Professionals, require high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

**Tasks Include:**

- communicating ideas through language, printed and electronic media, and artistic media including the visual and performing arts
- analysing, planning, developing and implementing programs and solutions to resolve business and economic problems
- providing services in financial accounting, human resource development, publicity and marketing, and the efficient operation of organisations
- flying aircraft, and controlling and directing the operation of ships, boats and marine equipment
- conducting and analysing research to extend the body of knowledge in the field of the sciences and developing techniques to apply this knowledge
- designing products, buildings and other physical structures, and engineering systems
- researching and developing curricula, and teaching students in a range of educational settings
- designing, implementing, testing and maintaining technologies and services that enable information to be accessed, stored, manipulated, processed, and disseminated
- identifying, treating, and advising on, health, social, and personal issues
- advising clients on legal matters

This section contains the following subsection :

[SUB-MAJOR GROUP 21 Arts and Media Professionals](#)

[SUB-MAJOR GROUP 22 Business, Human Resource and Marketing Professionals](#)

[SUB-MAJOR GROUP 23 Design, Engineering, Science and Transport Professionals](#)

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### SUB-MAJOR GROUP 21 ARTS AND MEDIA PROFESSIONALS

ARTS AND MEDIA PROFESSIONALS communicate ideas, impressions and factual information through printed, electronic, visual and performance media, and produce, direct and present film, television, radio and stage productions.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this sub-major group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Some occupations in this sub-major group require high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience (ANZSCO Skill Level 1).

#### Tasks Include:

- conceiving and developing ideas, styles, characters, emotions and themes and translating them through artistic presentation
- composing music and dance routines and creating visual art forms such as paintings, pictures and sculptures
- writing, reviewing and editing journalistic copy, literary works, musical compositions, and film, television and radio scripts
- presenting information and producing, directing and performing various kinds of entertainment



This section contains the following subsection :

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### MINOR GROUP 211 ARTS PROFESSIONALS

ARTS PROFESSIONALS communicate ideas, impressions and facts in a range of media to achieve particular effects, and interpret compositions such as a musical scores and scripts for performance.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Some occupations in this minor group require high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience (ANZSCO Skill Level 1).

#### Tasks Include:

- conceiving and developing ideas, styles, characters, emotions and themes and translating them through artistic presentation
- reading scripts and undertaking research to gain understanding of parts, themes and characterisations
- composing music and dance routines and creating visual forms such as paintings, pictures and sculptures
- learning lines, parts, cues, dance routines and music
- performing music, dances, dramatic roles and other parts for audience entertainment
- transporting and setting up photographic equipment, and taking photographs

This section contains the following subsection :

[UNIT GROUP 2111 Actors, Dancers and Other Entertainers](#)

[UNIT GROUP 2112 Music Professionals](#)

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>> UNIT GROUP 2111 Actors, Dancers and Other Entertainers

### UNIT GROUP 2111 ACTORS, DANCERS AND OTHER ENTERTAINERS

ACTORS, DANCERS AND OTHER ENTERTAINERS entertain by portraying roles in productions, performing and composing dances, and performing a variety of other acts.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. Some occupations in this unit group require high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience (ANZSCO Skill Level 1).

#### Tasks Include:

- reading scripts and undertaking research to gain understanding of parts, themes and characterisations
- learning lines and cues, rehearsing parts, and applying vocal and movement skills to the development of characterisation
- preparing for performances through rehearsals under the instruction and guidance of production directors
- acting parts and portraying roles as developed in rehearsals in film, television, radio and stage productions
- practising dance routines and interpreting the choreographic content of the production
- performing dances for audience entertainment, coordinating body movements and facial expression,

usually with musical accompaniment

- composing and notating ballet compositions and other dance routines
- creating and performing individual performance routines
- rehearsing, auditioning and travelling between entertainment venues

### **Occupations:**

211111 Actor

211112 Dancer or Choreographer

211113 Entertainer or Variety Artist

211199 Actors, Dancers and Other Entertainers nec

### **211111 ACTOR**

Entertains by portraying roles in film, television, radio and stage productions. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Skill Level: 1

Specialisations:

Mime Artist

Voice-over Artist

### **211112 DANCER OR CHOREOGRAPHER**

Entertains by performing dances, or creates dance compositions. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Skill Level: 1

Specialisations:

Ballet Dancer

Contemporary or Modern Dancer

Exotic Dancer

### **211113 ENTERTAINER OR VARIETY ARTIST**

Entertains by performing a variety of acts using a mix of acting, singing, dance and movement skills. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Skill Level: 1

Specialisations:

Busker

Circus Artist

Clown

Comedian

Magician/Illusionist

Puppeteer

Ventriloquist

## **211199 ACTORS, DANCERS AND OTHER ENTERTAINERS NEC**

This occupation group covers Actors, Dancers and Other Entertainers not elsewhere classified. This occupation group requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Skill Level: 1

Occupations in this group include:

Circus Trainer

Disc Jockey (Nightclub)

Extra (Film or Television)

Motivational Speaker

Public Speaker

Stunt Performer

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>> [UNIT GROUP 2112 Music Professionals](#)

### UNIT GROUP 2112 MUSIC PROFESSIONALS

MUSIC PROFESSIONALS write, arrange, orchestrate, conduct and perform musical compositions.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. Some occupations in this unit group require high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience (ANZSCO Skill Level 1).

#### Tasks Include:

- creating melodic, harmonic and rhythmic structures to express ideas and emotions in musical form
- translating ideas and concepts into standard musical signs and symbols for reproduction and performance
- undertaking research and liaising with clients when composing musical backing for television commercials, popular recordings, and radio, television and film productions
- auditioning and selecting musicians and Singers
- selecting music for performances and assigning instrumental parts to musicians
- directing musical groups at rehearsals and performances to achieve desired effects such as tonal and harmonic balance, rhythm and tempo
- studying and rehearsing repertoire and musical scores prior to performances

- playing music in recital, as an accompanist, or as a member of an orchestra, band or other musical group, from score and by memory
- performing music and songs according to interpretation, direction and style of presentation, using highly developed aural skills to reproduce music

**Occupations:**

211211 Composer

211212 Music Director

211213 Musician (Instrumental)

211214 Singer

211299 Music Professionals nec

**211211 COMPOSER**

Writes new and rearranges existing musical compositions such as songs, operas, symphonies, musical scores and advertising jingles. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Skill Level: 1

Specialisations:

Music Arranger

Songwriter

**211212 MUSIC DIRECTOR**

Conducts choirs, orchestras, bands, ensembles, opera companies and musical performances. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Skill Level: 1

Specialisations:

Band Leader

Choral Director

Orchestra Conductor

**211213 MUSICIAN (INSTRUMENTAL)**

Alternative Title:



## Instrumentalist

Entertains by playing one or more musical instruments. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Skill Level: 1

Specialisations:

Drummer

Guitarist

Pianist

Violinist

## **211214 SINGER**

Alternative Title:

Vocalist

Entertains by singing songs. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Skill Level: 1

Specialisations:

Band Singer

Chorister

Commercial Singer (Advertising)

Jazz Singer

Opera Singer

Pop Singer

Rock Singer

## **211299 MUSIC PROFESSIONALS NEC**

This occupation group covers Music Professionals not elsewhere classified.

Skill Level: 1

Occupations in this group include:

Music Copyist

Musicologist

Music Researcher

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>> UNIT GROUP 2113 Photographers

### UNIT GROUP 2113 PHOTOGRAPHERS

PHOTOGRAPHERS operate still cameras to take photographs.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. The occupation in this unit group requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience (ANZSCO Skill Level 1).

#### Tasks Include:

- consulting with clients to determine objectives of photographic assignments
- studying requirements of assignment and selecting type of camera, film, filter and lighting
- working from a studio, and transporting and setting up equipment at assigned locations
- measuring light levels and determining exposure
- adjusting camera angles, aperture settings and subjects to achieve desired composition
- adjusting lighting and filters to accentuate highlights and colours
- mixing photographic chemicals, processing film and developing prints
- manipulating images using digital imaging techniques and creative darkroom techniques such as adjusting exposure and development times

- may make enlarged prints, and mount and frame prints

**Occupation:**

211311 Photographer

**211311 PHOTOGRAPHER**

Operates a still camera to take photographs. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Skill Level: 1

Specialisations:

Fashion Photographer  
Landscape Photographer  
News Photographer  
Photographic Artist  
Portrait Photographer  
Sports Photographer  
Technical Photographer

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>> UNIT GROUP 2114 Visual Arts and Crafts Professionals

### UNIT GROUP 2114 VISUAL ARTS AND CRAFTS PROFESSIONALS

VISUAL ARTS AND CRAFTS PROFESSIONALS create visual two- and three-dimensional concepts and forms through painting, drawing, carving, sculpting, modelling, printmaking, video, multimedia, found objects, ephemera, soundscapes and other media to communicate concepts and ideas.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. Some occupations in this unit group require high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience (ANZSCO Skill Level 1).

#### Tasks Include:

- conceiving and developing ideas, designs and styles for paintings, drawings, pottery pieces and sculptures
- arranging objects, positioning models, and selecting landscapes and other visual forms according to chosen subject matter
- selecting artistic media, method and materials
- applying media to surfaces using appropriate techniques
- moulding clay into functional and artistic articles by wheel-throwing, moulding and hand-building

- mixing glazing materials and applying glazes to dried pottery by dipping and painting
- placing finished and decorated pieces in kilns
- sketching designs of proposed sculptures, and making wax and plaster models
- devising forms from metal using welding and metalworking equipment, and from stone using masonry tools
- carving and forming materials to desired shape using hand and power tools

### **Occupations:**

211411 Painter (Visual Arts)

211412 Potter or Ceramic Artist

211413 Sculptor

211499 Visual Arts and Crafts Professionals nec

### **211411 PAINTER (VISUAL ARTS)**

Alternative Title:

Painter (Artistic)

Conceives and creates visual art forms, such as pictures, abstract designs and similar compositions, to communicate impressions and ideas. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Skill Level: 1

### **211412 POTTER OR CERAMIC ARTIST**

Conceives and creates functional or artistic articles by moulding clay, glass and other fusible materials using hand-building and wheel techniques. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Skill Level: 1

### **211413 SCULPTOR**

Conceives and creates three-dimensional forms to communicate impressions and ideas by carving or modelling materials, such as wood, stone, clay and metal, or assembling found and manufactured materials. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Skill Level: 1

## 211499 VISUAL ARTS AND CRAFTS PROFESSIONALS NEC

This occupation group covers Visual Arts and Crafts Professionals not elsewhere classified. This occupation group requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Skill Level: 1

Occupations in this group include:

Leadlighter  
Multimedia Artist  
Quilter  
Textile Artist

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### MINOR GROUP 212 MEDIA PROFESSIONALS

MEDIA PROFESSIONALS direct and produce film, television, radio and stage productions, present programs on radio and television, write and edit literary works and scripts, and research, write and edit news reports, articles and material for advertising.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- managing artistic and media productions to meet quality, cost and timing specifications
- studying scripts and scenarios to determine theme and setting, and assessing staging, production and technical requirements
- preparing and presenting news, sports and other information, conducting interviews and introducing music, guests and special events on radio and television
- writing literary works for publication and scripts for film, television, radio and stage productions
- gathering facts about newsworthy events, and writing news reports, commentaries and feature stories for presentation in print and electronic media



- reviewing written material to ensure consistency in style, grammar and content, and coherence of story

This section contains the following subsection :

[UNIT GROUP 2121 Artistic Directors, and Media Producers and Presenters](#)

[UNIT GROUP 2122 Authors, and Book and Script Editors](#)

[UNIT GROUP 2123 Film, Television, Radio and Stage Directors](#)

[UNIT GROUP 2124 Journalists and Other Writers](#)

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>> UNIT GROUP 2121 Artistic Directors, and Media Producers and Presenters

### UNIT GROUP 2121 ARTISTIC DIRECTORS, AND MEDIA PRODUCERS AND PRESENTERS

ARTISTIC DIRECTORS, AND MEDIA PRODUCERS AND PRESENTERS plan, administer and review activities concerned with producing artistic media, determine artistic policies for performing arts organisations, prepare and present news, sports and other information, and conduct interviews and introduce music, performances and special events on radio and television.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. Artistic Directors and Media Producers (excluding Video) require relevant experience in addition to the formal qualification. Radio and Television Presenters require high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications and experience (ANZSCO Skill Level 1).

#### Tasks Include:

- managing artistic and media productions to meet quality, cost and timing specifications
- formulating and developing organisations' artistic policies and selecting and planning organisations' artistic programs
- hiring and managing artistic staff
- controlling the use of media production facilities such as studios and editing equipment, stage and film

- equipment and rehearsal time
- directing the formulation of media production strategies, policies and plans
- introducing programs, music, entertainment items, guests and celebrities
- preparing and reading news bulletins, making special announcements and providing commentary for sports and other events
- presenting opinions on sports, politics, and social and economic matters
- researching, investigating and compiling stories and programs

### **Occupations:**

212111 Artistic Director

212112 Media Producer (excluding Video)

212113 Radio Presenter

212114 Television Presenter

### **212111 ARTISTIC DIRECTOR**

Determines and oversees implementation of artistic policies for a performing arts organisation such as a theatre company, dance company, music ensemble, festival or venue.

Skill Level: 1

### **212112 MEDIA PRODUCER (EXCLUDING VIDEO)**

Plans, administers and reviews activities concerned with publishing, or the production of films, television or radio programs, theatre, music, festivals or other artistic activities.

Skill Level: 1

Specialisations:

Executive Producer

Film Producer

Stage Producer

Television Producer

### **212113 RADIO PRESENTER**

Alternative Title:

Radio Announcer

Prepares and presents news, sports or other information, conducts interviews, and introduces music, performances and special events on radio. This occupation requires high levels of creative talent or personal

commitment and interest as well as, or in place of, formal qualifications and experience.

Skill Level: 1

Specialisations:

Disc Jockey (Radio)

Talkback Host

Tourism Radio Presenter

## **212114 TELEVISION PRESENTER**

Prepares and presents news, sports or other information, conducts interviews, and introduces music, performances and special events on television. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications and experience.

Skill Level: 1

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>> UNIT GROUP 2122 Authors, and Book and Script Editors

### UNIT GROUP 2122 AUTHORS, AND BOOK AND SCRIPT EDITORS

AUTHORS, AND BOOK AND SCRIPT EDITORS write, edit and evaluate literary works for publication and scripts for film, television, radio and stage productions.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. Some occupations in this unit group require high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience (ANZSCO Skill Level 1).

#### Tasks Include:

- creating and developing ideas and themes for written works, such as novels, plays, musicals, screen productions, educational texts, information texts and multimedia products
- researching subject matter through original and secondary materials, interviews and other media
- planning, organising and writing material
- reviewing and evaluating manuscripts of novels, biographies, short stories, poems, educational texts and other books, and ensuring coherence of style and development of theme, plot and characterisation
- advising publishers about potential of works for publication and conditions of publication contract
- negotiating publication details such as royalties, publication dates and numbers of copies to be printed

- reviewing and assessing stories and other material for film, television, radio and stage productions
- directing the preparation of scripts to be read by announcers to introduce and connect parts of musicals, news, sports and special events programs

**Occupations:**

212211 Author

212212 Book or Script Editor

**212211 AUTHOR**

Produces literary or other written work for publication or performance. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications and experience.

Skill Level: 1

Specialisations:

Novelist

Playwright

Poet

Screenwriter

Script Writer

**212212 BOOK OR SCRIPT EDITOR**

Evaluates manuscripts of books or scripts to determine suitability for publication or production, and edits and supervises material in preparation for publication or for production on film, television, radio or stage.

Skill Level: 1

Specialisation:

Script Coordinator

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>> UNIT GROUP 2123 Film, Television, Radio and Stage Directors

### UNIT GROUP 2123 FILM, TELEVISION, RADIO AND STAGE DIRECTORS

FILM, TELEVISION, RADIO AND STAGE DIRECTORS direct the artistic and production aspects of film, television, radio and stage productions.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. Some occupations in this unit group require high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience (ANZSCO Skill Level 1).

#### Tasks Include:

- studying scripts and scenarios to determine theme and setting
- assessing locations and staging requirements for productions in association with specialist designers
- overseeing creative aspects of film, television, radio and stage productions
- determining lighting, film, shutter angles, filter factors, camera distance, depth of field and focus, angles of view and other variables to achieve desired mood and effect
- viewing film and video tape to evaluate and select scenes and determine which scenes need to be re-shot
- planning and organising the preparation and presentation of programs
- supervising the positioning of scenery, props and lighting and sound equipment



- assessing technical requirements of productions by studying scripts and discussing program content, set locations and stage directions with production team
- creating, planning, writing scripts for, recording, videotaping and editing programs

### **Occupations:**

212311 Art Director (Film, Television or Stage)  
 212312 Director (Film, Television, Radio or Stage)  
 212313 Director of Photography  
 212314 Film and Video Editor  
 212315 Program Director (Television or Radio)  
 212316 Stage Manager  
 212317 Technical Director  
 212318 Video Producer  
 212399 Film, Television, Radio and Stage Directors nec

### **212311 ART DIRECTOR (FILM, TELEVISION OR STAGE)**

Alternative Title:

Production Designer

Plans, organises and controls artistic aspects of film, television or stage productions. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications and experience.

Skill Level: 1

### **212312 DIRECTOR (FILM, TELEVISION, RADIO OR STAGE)**

Interprets and approves selection of scripts, and directs and instructs cast and crew during filming, recording or performance of productions. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications and experience.

Skill Level: 1

### **212313 DIRECTOR OF PHOTOGRAPHY**

Alternative Title:

Cinematographer

Plans, directs and coordinates filming to control the quality and style of photography in films or videos.

Skill Level: 1

### **212314 FILM AND VIDEO EDITOR**

Makes and implements editorial decisions regarding mood, pace and climax of films, television programs, video productions or commercials.

Skill Level: 1

### **212315 PROGRAM DIRECTOR (TELEVISION OR RADIO)**

Compiles and directs programs for television or radio.

Skill Level: 1

### **212316 STAGE MANAGER**

Plans, organises, supervises and coordinates the activities of workers responsible for placing sets and properties, and operating lighting and sound equipment as part of film, television or stage productions.

Skill Level: 1

### **212317 TECHNICAL DIRECTOR**

Alternative Title:

Technical Producer

Controls the quality of pictures and sound for television or radio programs by directing technical teams and planning and organising technical facilities.

Skill Level: 1

### **212318 VIDEO PRODUCER**

Creates films, television programs, video productions or commercials by filming, adding sound and editing in digital or analogue format. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications and experience.

Skill Level: 1

## 212399 FILM, TELEVISION, RADIO AND STAGE DIRECTORS NEC

This occupation group covers Film, Television, Radio and Stage Directors not elsewhere classified.  
Skill Level: 1

Occupations in this group include:

Audio Director  
Casting Director  
Lighting Director  
Location Manager (Film or Television)

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>> UNIT GROUP 2124 Journalists and Other Writers

### UNIT GROUP 2124 JOURNALISTS AND OTHER WRITERS

JOURNALISTS AND OTHER WRITERS research and compile news stories, write and edit news reports, commentaries and feature stories for presentation in print and electronic media, and compose written material to advertise goods and services.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- determining advertising approach by consulting clients and management, and studying products to establish principal selling features
- writing advertisements for press, radio, television, cinema screens, billboards, catalogues and shop displays
- making decisions about the specific content of publications in conjunction with other senior editors and in accordance with editorial policies and guidelines
- reviewing copy for publication to ensure conformity with accepted rules of grammar, style and format,

- coherence of story, and accuracy, legality and probity of content
- collecting and analysing facts about newsworthy events from interviews, printed matter, investigations and observations
- writing news reports, commentaries, articles and feature stories for newspapers, magazines, journals, television and radio on topics of public interest
- researching and writing technical, information-based material and documentation for manuals, text books, handbooks and multimedia products
- critically discussing daily news topics in the editorial columns of newspapers and reviewing books, films and plays

**Occupations:**

212411 Copywriter  
212412 Newspaper or Periodical Editor  
212413 Print Journalist  
212414 Radio Journalist  
212415 Technical Writer  
212416 Television Journalist  
212499 Journalists and Other Writers nec

**212411 COPYWRITER**

Designs and composes written material to advertise products and services.

Skill Level: 1

**212412 NEWSPAPER OR PERIODICAL EDITOR**

Alternative Title:

Associate Editor

Plans and directs editing of a publication, such as a newspaper, magazine or journal, in accordance with editorial policies and guidelines and accepted rules of grammar, style and format prior to printing and distribution.

Skill Level: 1

Specialisations:

Features Editor  
News Editor  
Pictures Editor  
Subeditor  
Website/Blog Editor

### **212413 PRINT JOURNALIST**

Collects and analyses facts about newsworthy events by interview, investigation and observation and writes stories for newspapers, magazines or journals.

Skill Level: 1

Specialisations:

Columnist

Feature Writer

Leader Writer

Newspaper Reporter

### **212414 RADIO JOURNALIST**

Alternative Title:

Radio Reporter

Collects and analyses facts about newsworthy events by interview, investigation and observation and writes stories for radio news or current affairs programs.

Skill Level: 1

### **212415 TECHNICAL WRITER**

Researches and writes technical information-based material and documentation for articles, manuals, text books, handbooks, or multimedia products, usually for education or corporate purposes.

Skill Level: 1

### **212416 TELEVISION JOURNALIST**

Alternative Title:

Television Reporter

Collects and analyses facts about newsworthy events by interview, investigation and observation and writes stories for television news or current affairs programs.

Skill Level: 1

## 212499 JOURNALISTS AND OTHER WRITERS NEC

This occupation group covers Journalists and Other Writers not elsewhere classified.

Skill Level: 1

Occupations in this group include:

Blogger

Critic

Editorial Assistant

Photo Journalist

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### SUB-MAJOR GROUP 22 BUSINESS, HUMAN RESOURCE AND MARKETING PROFESSIONALS

BUSINESS, HUMAN RESOURCE AND MARKETING PROFESSIONALS perform analytical, conceptual and practical tasks to provide services in financial accounting and transaction matters, human resource development, public relations and marketing, and conduct studies of the economy, organisational structures, methods and systems.

#### Indicative Skill Level:

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

Bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification (ANZSCO Skill Level 1); or

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2)

In New Zealand:

Bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal



qualification (ANZSCO Skill Level 1); or

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2).

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- collecting, analysing and interpreting information on the financial viability, cost structures and trading effectiveness of organisations
- conducting audits, preparing financial statements and controlling treasury systems for organisations
- developing and reviewing financial plans and strategies, executing buy and sell orders, and negotiating the purchase and sale of commodities
- developing, implementing and evaluating staff recruitment, training and development programs
- researching, developing and implementing marketing and public relations campaigns
- studying and developing methods and policies to improve and promote government and business operations and effectiveness
- developing and managing record and archival systems for retention and destruction of legal, administrative, evidential, historical and other records

This section contains the following subsection :

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[MINOR GROUP 222 Financial Brokers and Dealers, and Investment Advisers](#)

[MINOR GROUP 223 Human Resource and Training Professionals](#)

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### MINOR GROUP 221 ACCOUNTANTS, AUDITORS AND COMPANY SECRETARIES

ACCOUNTANTS, AUDITORS AND COMPANY SECRETARIES plan and provide accounting, financial auditing and treasury valuation services and systems to individuals and organisations, and plan and review legislative compliance activities.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- collecting, analysing and interpreting information on the financial status, cost structures and trading effectiveness of organisations
- devising, re-organising and establishing budgetary cost control and other accounting systems such as computer-based systems
- conducting audits and investigations and preparing financial statements and reports for management, shareholders, and statutory and other bodies
- controlling treasury and treasury systems and establishing and reviewing risk management objectives and

- treasury policies
- arranging and giving notice of meetings of directors and shareholders
- advising organisations' governing boards on matters concerning compliance with stock exchange listing rules, relevant legislation and corporation practice

This section contains the following subsection :

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### UNIT GROUP 2211 ACCOUNTANTS

ACCOUNTANTS provide services relating to financial reporting, taxation, auditing, insolvency, accounting information systems, budgeting, cost management, planning and decision-making by organisations and individuals; and provide advice on associated compliance and performance requirements to ensure statutory and strategic governance.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### Tasks Include:

- assisting in formulating budgetary and accounting policies
- preparing financial statements for presentation to boards of directors, management, shareholders, and governing and statutory bodies
- conducting financial investigations, preparing reports, undertaking audits and advising on matters such as the purchase and sale of businesses, mergers, capital financing, suspected fraud, insolvency and taxation

- examining operating costs and organisations' income and expenditure
- providing assurance about the accuracy of information contained in financial reports and their compliance with statutory requirements
- providing financial and taxation advice on business structures, plans and operations
- preparing taxation returns for individuals and organisations
- liaising with financial institutions and brokers to establish funds management arrangements
- introducing and maintaining accounting systems, and advising on the selection and application of computer-based accounting systems
- maintaining internal control systems
- may appraise cash flow and financial risk of capital investment projects

### **Occupations:**

221111 Accountant (General)  
 221112 Management Accountant  
 221113 Taxation Accountant

### **221111 ACCOUNTANT (GENERAL)**

Provides services relating to compliance-based financial reporting, auditing, insolvency and accounting information systems; and advises on associated record-keeping requirements. Registration or licensing may be required for certain services such as auditing.

Skill Level: 1

#### **Specialisations:**

Financial Analyst  
 Insolvency Consultant  
 Insolvency Practitioner

### **221112 MANAGEMENT ACCOUNTANT**

#### **Alternative Title:**

Cost Accountant

Provides services relating to performance-based financial reporting, asset valuation, budgetary systems, cost management, pricing, forecasting and the strategic governance of organisations. Provides advice on financial planning, risk management, carbon sequestration projects and carbon pricing and provides management with reports to assist in decision-making. May provide insight into cost performance and support the implementation of benchmarking and quality improvement initiatives. Registration or licensing may be required.

Skill Level: 1

Specialisations:

Carbon Accountant  
Commercial Accountant  
Product Accountant

## **221113 TAXATION ACCOUNTANT**

Alternative Titles:

Taxation Agent  
Taxation Consultant

Analyses, reports and provides advice on taxation issues to organisations or individuals, prepares taxation returns and reports, and handles disputes with taxation authorities. Registration or licensing may be required.

Skill Level: 1

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### UNIT GROUP 2212 AUDITORS, COMPANY SECRETARIES AND CORPORATE TREASURERS

AUDITORS, COMPANY SECRETARIES AND CORPORATE TREASURERS conduct audits of accounting systems, procedures and financial statements, manage corporate funding and financial risk, and administer and review corporate compliance activities.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of Corporate Treasurers and Company Secretaries, at least five years of relevant experience may substitute for the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### Tasks Include:

- arranging, giving notice of and attending meetings of directors and shareholders
- advising organisations' governing boards on matters concerning compliance with stock exchange listing rules, relevant legislation and corporation practice
- supervising organisations' share capital by preparing documents and share issues, and handling share

transfers

- controlling treasury and treasury systems and establishing and reviewing risk management objectives and treasury policies
- identifying, managing and reporting on financial risks
- assisting with equity management, debt management, securities and taxation planning issues
- collecting, analysing and interpreting information on the financial standing, cost structures and trading effectiveness of organisations
- devising, re-organising and establishing budgetary cost control and other accounting systems such as computer-based systems
- conducting audits and investigations and preparing financial statements and reports for management, shareholders, and governing and statutory bodies
- evaluating the cost effectiveness and risks of operational processes, activities, policies and systems
- reporting to management on the existence and effectiveness of the system of internal controls
- establishing audit objectives, and designing and implementing audit methodologies, processes and audit report criteria

### **Occupations:**

221211 Company Secretary

221212 Corporate Treasurer

221213 External Auditor

221214 Internal Auditor

### **221211 COMPANY SECRETARY**

Plans, administers and reviews corporate compliance activities and effective practice concerning company board meetings and shareholdings, ensuring all business matters and transactions are managed and implemented as directed by the board.

Skill Level: 1

### **221212 CORPORATE TREASURER**

Alternative Title:

Financial Risk Manager

Manages corporate funding, liquidity and financial risk associated with the profitable development and operation of an organisation. May be involved in acquisitions, disposals and joint ventures. Registration or licensing may be required.

Skill Level: 1

### **221213 EXTERNAL AUDITOR**



Designs and operates information and reporting systems, procedures and controls to meet external financial reporting requirements. Registration or licensing is required.

Skill Level: 1

## **221214 INTERNAL AUDITOR**

Alternative Title:

Audit Officer

Examines, verifies, evaluates and reports on financial, operational and managerial processes, systems and outcomes to ensure financial and operational integrity and compliance, and assists in business process reviews, risk assessments, developing deliverables and reporting progress against outcomes. Registration or licensing may be required.

Skill Level: 1

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### MINOR GROUP 222 FINANCIAL BROKERS AND DEALERS, AND INVESTMENT ADVISERS

FINANCIAL BROKERS AND DEALERS, AND INVESTMENT ADVISERS conduct financial market transactions on behalf of clients, sell loans and insurance, buy and sell commodities, offer financial investment advice and plans, and develop and manage financial plans for individuals and organisations.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

Bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification (ANZSCO Skill Level 1); or

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2)

In New Zealand:

Bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification (ANZSCO Skill Level 1); or

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2).

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- obtaining information on securities, market conditions, government regulations and financial circumstances of clients
- executing buy and sell orders in the market place on behalf of clients, and offering advice on financial matters such as stocks and bonds, market conditions and the history and prospects of corporations
- recording and transmitting buy and sell orders, and calculating and recording costs of transactions
- arranging insurance, home loan mortgages and other types of finance for clients through banks, lenders, financiers and insurance companies
- developing lists of investments for clients, and reviewing and revising investment plans based on modified needs and changes in markets
- negotiating the purchase and sale of commodities such as grains, wool, minerals and metals
- interviewing prospective clients to determine financial status and objectives, discussing their financial options and developing financial plans and strategies
- managing funds raised from personal superannuation saving policies and unit trusts

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### UNIT GROUP 2221 FINANCIAL BROKERS

FINANCIAL BROKERS operate as independent agents to facilitate the trading of commodities and arrange insurance and loans of money on behalf of clients.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

#### Tasks Include:

- monitoring commodity prices, trends and other factors affecting the supply and demand for commodities
- negotiating the purchase and sale of commodities such as grains, wool, minerals and metals
- determining the specific financial and insurance requirements of clients, and researching and reviewing available finance and insurance products for suitability to meet clients' requirements
- analysing clients' financial status, discussing financial options and developing financial strategies
- recommending loan combinations that meet clients' needs
- interviewing prospective clients to explain insurance policy conditions, risks covered, premium rates and benefits, and to make recommendations on the amount and type of cover
- arranging insurance, home loan mortgages and other types of finance for clients through banks, lenders, financiers and insurance companies
- preparing documents which set out the conditions of finance, repayments and loan periods
- identifying and advising on significant risk changes to clients' insurance
- broking complex and commercial leases, equipment finance, commercial finance, project finance and finance for property developers

#### **Occupations:**

222111 Commodities Trader  
 222112 Finance Broker  
 222113 Insurance Broker  
 222199 Financial Brokers nec

#### **222111 COMMODITIES TRADER**

Alternative Title:

Commodities Broker

Operates as an independent agent to bring together buyers and sellers of commodities, negotiates private sales and arranges sales through established market places.

Skill Level: 2

Specialisations:

Energy Trader  
 Grain Buyer  
 Livestock Trader  
 Media Buyer  
 Wool Broker

#### **222112 FINANCE BROKER**

Operates as an independent agent in the course of financial negotiations and arranges loans of money on

behalf of clients. Registration or licensing is required.

Skill Level: 2

Specialisations:

Lease Broker

Mortgage Broker

### **222113 INSURANCE BROKER**

Operates as an independent agent to sell life, fire, accident, industrial or other forms of insurance for a range of insurance companies. Registration or licensing may be required.

Skill Level: 2

### **222199 FINANCIAL BROKERS NEC**

This occupation group covers Financial Brokers not elsewhere classified. Registration or licensing may be required.

Skill Level: 2

Occupations in this group include:

Investment Broker

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### UNIT GROUP 2222 FINANCIAL DEALERS

FINANCIAL DEALERS conduct financial market transactions on behalf of clients.

#### **Indicative Skill Level:**

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### **Tasks Include:**

- obtaining information on securities, market conditions, government regulations and financial circumstances of clients
- interpreting data from securities reports, financial periodicals and stock-quotation viewer screens
- analysing financial markets and financial market products
- providing information and offering advice on financial market matters, market conditions and the history and prospects of corporations
- executing buy and sell orders in the market place on behalf of clients

- relaying trade information to clients such as the number of contracts bought and sold and the price
- monitoring futures prices and market changes, and bidding for commodity futures contracts
- recording and transmitting buy and sell orders
- calculating and recording costs of transactions

**Occupations:**

222211 Financial Market Dealer

222212 Futures Trader

222213 Stockbroking Dealer

222299 Financial Dealers nec

**222211 FINANCIAL MARKET DEALER**

Alternative Title:

Money Market Dealer

Buys and sells securities within financial markets, and trades and distributes financial securities on behalf of financial institutions. Registration or licensing is required.

Skill Level: 1

Specialisations:

Derivatives Trader

Fixed Interest Dealer

Foreign Exchange Dealer

Securities Dealer

**222212 FUTURES TRADER**

Buys and sells commodity futures on behalf of clients. Registration or licensing is required.

Skill Level: 1

**222213 STOCKBROKING DEALER**

Alternative Titles:

Sharebroker

Stockbroker



Buys and sells stocks and bonds on behalf of clients. Registration or licensing is required.

Skill Level: 1

Specialisation:

Trading Floor Operator (Stock Exchange)

## **222299 FINANCIAL DEALERS NEC**

This occupation group covers Financial Dealers not elsewhere classified. Registration or licensing may be required.

Skill Level: 1

Occupations in this group include:

Equities Analyst

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### UNIT GROUP 2223 FINANCIAL INVESTMENT ADVISERS AND MANAGERS

FINANCIAL INVESTMENT ADVISERS AND MANAGERS develop financial plans for individuals and organisations, and invest and manage funds on their behalf.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### Tasks Include:

- interviewing prospective clients to determine financial status and objectives, discussing financial options and developing financial plans and investment strategies
- monitoring investment performance, and reviewing and revising investment plans based on modified needs and changes in markets
- recommending and arranging insurance cover for clients
- arranging to buy and sell stocks and bonds for clients

- advising on investment strategies, sources of funds and the distribution of earnings
- setting financial objectives, and developing and implementing strategies for achieving the financial objectives
- managing funds raised from personal superannuation savings policies and unit trusts
- assisting in meeting superannuation compliance requirements
- directing the collection of financial, accounting and investment information and the preparation of budgets, reports, forecasts and statutory returns
- may refer clients to other organisations to obtain services outlined in financial plans

**Occupations:**

222311 Financial Investment Adviser

222312 Financial Investment Manager

**222311 FINANCIAL INVESTMENT ADVISER**

Alternative Title:

Financial Planning Adviser

Develops and implements financial plans for individuals or organisations, and advises on investment strategies and their taxation implications, securities, insurance, pension plans and real estate. Registration or licensing may be required.

Skill Level: 1

**222312 FINANCIAL INVESTMENT MANAGER**

Alternative Title:

Portfolio Manager

Invests and manages sums of money and assets on behalf of others over an agreed period of time, in order to generate income and profit. Registration or licensing may be required.

Skill Level: 1

Specialisations:

Superannuation Funds Manager

Unit Trust Manager

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### MINOR GROUP 223 HUMAN RESOURCE AND TRAINING PROFESSIONALS

HUMAN RESOURCE AND TRAINING PROFESSIONALS plan, develop, implement and evaluate staff recruitment, retention, training and development programs, assist in resolving disputes by advising on workplace relations policies and problems, and represent industrial, commercial, union, employer and other parties in negotiations.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- arranging for advertising of job vacancies, interviewing and testing of applicants, and selection of staff
- providing advice and information to management on human resource policies and procedures, staff performance and misconduct matters
- undertaking negotiations on terms and conditions of employment, and examining and resolving disputes and grievances
- studying and interpreting legislation, awards and agreements, wage payment systems, and dispute

- settlement procedures
- developing, planning and formulating workplace relations policies and programs, and procedures for their implementation
- identifying and determining the need for training, through identifying competencies and defining training requirements in the work environment
- designing, developing and assessing staff training and development

This section contains the following subsection :

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[UNIT GROUP 2232 ICT Trainers](#)

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### UNIT GROUP 2231 HUMAN RESOURCE PROFESSIONALS

HUMAN RESOURCE PROFESSIONALS plan, develop, implement and evaluate staff recruitment, assist in resolving disputes by advising on workplace matters, and represent industrial, commercial, union, employer and other parties in negotiations on issues such as enterprise bargaining, rates of pay and conditions of employment.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- arranging for advertising of job vacancies, interviewing and testing of applicants, and selection of staff
- maintaining personnel records and associated human resource information systems
- providing advice and information to management on workplace relations policies and procedures, staff performance and disciplinary matters
- arranging the induction of staff and providing information on conditions of service, salaries and promotional opportunities

- receiving and recording job vacancy information from employers such as details about job description, wages and conditions of employment
- providing information on current job vacancies in the organisation to employers and job seekers
- undertaking negotiations on terms and conditions of employment, and examining and resolving disputes and grievances
- studying and interpreting legislation, awards, collective agreements and employment contracts, wage payment systems and dispute settlement procedures
- developing, planning and formulating enterprise agreements or collective contracts such as productivity-based wage adjustment procedures, workplace relations policies and programs, and procedures for their implementation
- overseeing the formation and conduct of workplace consultative committees and employee participation initiatives

### **Occupations:**

223111 Human Resource Adviser

223112 Recruitment Consultant

223113 Workplace Relations Adviser

### **223111 HUMAN RESOURCE ADVISER**

Alternative Title:

Human Resource Consultant

Provides staffing and personnel administration services in support of an organisation's human resource policies and programs.

Skill Level: 1

Specialisations:

Personnel Officer

Workforce Planning Analyst

### **223112 RECRUITMENT CONSULTANT**

Alternative Title:

Employment Consultant

Interviews applicants to determine their job requirements and suitability for particular jobs, and assists employers to find suitable staff.

Skill Level: 1



Specialisations:

Casting Agent

Literary Agent

## **223113 WORKPLACE RELATIONS ADVISER**

Assists in resolving disputes by advising on workplace relations policies and problems, and representing industrial, commercial, union, employer or other parties in negotiations on rates of pay and conditions of employment.

Skill Level: 1

Specialisations:

Industrial Relations Officer

Trade Union Official

Union Organiser

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### UNIT GROUP 2232 ICT TRAINERS

ICT TRAINERS analyse and evaluate information-based system training needs and objectives, and develop, schedule and conduct ICT-based system training programs and courses.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience and/or relevant vendor certification may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- identifying technical training needs and requirements of individuals and organisations
- setting human resource development objectives and evaluating learning outcomes
- preparing and developing instructional training material and aids such as handbooks, visual aids, online tutorials, demonstration models, and supporting training reference documentation
- designing, coordinating, scheduling and conducting ICT training and development programs that can be delivered in the form of individual and group instruction, and facilitating workshops, meetings, demonstrations and conferences
- liaising with external training providers to arrange delivery of specific training and development programs

- promoting internal and external training and development, and evaluating these promotional activities
- monitoring and performing ongoing evaluation and assessment of training quality and effectiveness, and reviewing and modifying training objectives, methods and course deliverables
- gathering, investigating and researching background materials to gain a full understanding of the ICT subject matter and systems
- keeping up-to-date with new product version releases, advances in programming languages, application development software, and general information technology trends
- writing end user products and materials such as user training, tutorial and instruction manuals, online help, and operating and maintenance instructions

**Occupation:**

223211 ICT Trainer

**223211 ICT TRAINER**

Alternative Title:

ICT Educator

Analyses and evaluates information-based system training needs and objectives, and develops, schedules and conducts ICT-based system training programs and courses.

Skill Level: 1

Specialisation:

Software Trainer

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### UNIT GROUP 2233 TRAINING AND DEVELOPMENT PROFESSIONALS

TRAINING AND DEVELOPMENT PROFESSIONALS plan, develop, implement and evaluate training and development programs to ensure management and staff acquire the skills and develop the competencies required by organisations to meet organisational objectives.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- identifying training needs and requirements of individuals and organisations
- setting human resource development objectives and evaluating learning outcomes
- preparing and developing instructional training material and aids such as handbooks, visual aids, online tutorials, demonstration models, and supporting training reference documentation
- designing, coordinating, scheduling and conducting training and development programs that can be delivered in the form of individual and group instruction, and facilitating workshops, meetings, demonstrations and conferences

- liaising with external training providers to arrange delivery of specific training and development programs
- promoting internal and external training and development, and evaluating these promotional activities
- monitoring and performing ongoing evaluation and assessment of training quality and effectiveness, and reviewing and modifying training objectives, methods and course deliverables
- gathering, investigating and researching background materials to gain an understanding of various subject matters and systems
- advising management on the development and placement of staff, and providing career counselling for employees

**Occupation:**

223311 Training and Development Professional

**223311 TRAINING AND DEVELOPMENT PROFESSIONAL**

Alternative Title:

Training Officer

Plans, develops, implements and evaluates training and development programs to ensure management and staff acquire the skills and develop the competencies required by an organisation to meet organisational objectives.

Skill Level: 1

Specialisations:

Education Officer (Air Force and Army)

Training Systems Officer (Navy)

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### MINOR GROUP 224 INFORMATION AND ORGANISATION PROFESSIONALS

INFORMATION AND ORGANISATION PROFESSIONALS support organisations, government, individuals and the community by analysing, organising and managing information and data, and by providing advice on policy, business and organisational methods, and the value of property and other items.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- applying mathematical, statistical and actuarial principles and techniques to a range of tasks
- developing, organising and maintaining libraries and other information keeping services
- reviewing and analysing economic data and preparing reports
- managing the collection and processing of information and data to produce intelligence, and analysing and advising on policy options
- assessing the value of land, property and other items, and providing advice on the administration, and commercial and operational use of land and property

- studying organisational structures and methods to solve organisational problems and achieve greater efficiency

This section contains the following subsection :

[UNIT GROUP 2241 Actuaries, Mathematicians and Statisticians](#)

[UNIT GROUP 2242 Archivists, Curators and Records Managers](#)

[UNIT GROUP 2243 Economists](#)

[UNIT GROUP 2244 Intelligence and Policy Analysts](#)

[UNIT GROUP 2245 Land Economists and Valuers](#)

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[UNIT GROUP 2247 Management and Organisation Analysts](#)

[UNIT GROUP 2249 Other Information and Organisation Professionals](#)

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### UNIT GROUP 2241 ACTUARIES, MATHEMATICIANS AND STATISTICIANS

ACTUARIES, MATHEMATICIANS AND STATISTICIANS develop and apply actuarial, mathematical, statistical and quantitative principles and techniques to solve problems in a range of fields such as business and finance, scientific and social research, and engineering.

Econometricians are excluded from this unit group. Econometricians are included in Unit Group 2243 Economists.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### Tasks Include:

- defining, analysing and solving complex financial and business problems relating to areas such as insurance premiums, annuities, superannuation funds, pensions and dividends
- examining financial projections for general insurance companies, finance companies, government and

other organisations

- designing new types of policies, assessing risks and analysing investments in life insurance, superannuation funds, health insurance, friendly societies, financial markets and other areas
- formulating mathematical models to simulate processes
- applying models to experimental observations, and adjusting and recasting the models
- using numerical analysis methods to develop algorithms and perform computations
- liaising with management and clients to determine the subject or area to be surveyed or examined
- specifying the data to be collected, and the methodology to be used in collection and analysis
- evaluating and describing the reliability and utility of source information
- analysing and interpreting data, and producing relevant statistics to describe and infer particular trends and patterns

### **Occupations:**

224111 Actuary

224112 Mathematician

224113 Statistician

### **224111 ACTUARY**

Analyses mathematical, statistical, demographic, financial or economic data to predict and assess the long-term risk involved in financial decisions and planning. Registration or licensing is required.

Skill Level: 1

### **224112 MATHEMATICIAN**

Develops and applies mathematical principles and techniques to solve problems in all areas of the sciences, engineering, technology, social sciences, business, industry and commerce.

Skill Level: 1

Specialisation:

Operations Research Analyst

### **224113 STATISTICIAN**

Designs and applies statistical principles and techniques for collecting, organising and interpreting quantifiable data, and uses statistical methodologies to produce statistical reports and analyses for government, commercial and other purposes.

Skill Level: 1

Specialisations:

Biometrician

Demographer

Epidemiologist

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### UNIT GROUP 2242 ARCHIVISTS, CURATORS AND RECORDS MANAGERS

ARCHIVISTS, CURATORS AND RECORDS MANAGERS develop, maintain, implement and deliver systems for keeping, updating, accessing and preserving records, files, information, historical documents and artefacts.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- evaluating and preserving records for administrative, historical, legal, evidential and other purposes
- preparing record-keeping systems, indexes, guides and procedures for archival research and for the retention and destruction of records
- identifying and classifying specimens and objects, and arranging restoration work
- examining items and arranging examinations to determine condition and authenticity
- designing and revising medical record forms
- managing organisations' central records systems
- analysing the record-keeping needs of organisations, and translating these needs into record

- management systems
- maintaining computerised and other record management systems and record forms, and advising on their usage
- controlling access to confidential information, and recommending codes of practice and procedures for accessing records
- developing record cataloguing, coding and classification systems, and monitoring their use

### **Occupations:**

224211 Archivist

224212 Gallery or Museum Curator

224213 Health Information Manager

224214 Records Manager

### **224211 ARCHIVIST**

Analyses and documents records, and plans and organises systems and procedures for the safekeeping of records and historically valuable documents.

Skill Level: 1

Specialisations:

Film Archivist

Legal Archivist

Manuscripts Archivist

Parliamentary Archivist

### **224212 GALLERY OR MUSEUM CURATOR**

Plans and organises a gallery or museum collection by drafting collection policies and arranging acquisitions of pieces.

Skill Level: 1

### **224213 HEALTH INFORMATION MANAGER**

Plans, develops, implements and manages health information services, such as patient information systems, and clinical and administrative data, to meet the medical, legal, ethical and administrative requirements of health care delivery.

Skill Level: 1

Specialisations:

## 224214 RECORDS MANAGER

Designs, implements and administers record systems and related information services, to support efficient access, movement, updating, storage, retention and disposal of files and other organisational records.

Skill Level: 1

Specialisation:

Freedom of Information Officer

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### UNIT GROUP 2243 ECONOMISTS

ECONOMISTS perform economic research and analysis, develop and apply theories about production and distribution of goods and services and people's spending and financial behaviour, and provide advice to governments and organisations on economic policy issues.

Statisticians are excluded from this unit group. Statisticians are included in Unit Group 2241 Actuaries, Mathematicians and Statisticians.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- analysing interrelationships between economic variables and studying the effects of government fiscal and monetary policies, expenditure, taxation and other budgetary policies on the economy and the community
- researching, analysing and assessing the effects of labour market programs and industry policies and programs on economic growth, welfare, education and training

investigating international and national economic situations, and particular features such as industries, regions and socioeconomic groups

- studying workplace issues such as enterprise bargaining and wage fixation, and the effect of workplace policies on productivity and economic growth
- analysing trends and advising on economic issues such as taxation levels, prices, employment and unemployment, imports and exports, and interest and exchange rates
- forecasting changes in the economic environment for short-term budgeting, long-term planning and investment evaluation
- formulating recommendations, policies and plans for the economy, corporate strategies and investment, and undertaking feasibility studies for projects
- preparing reports on research findings

**Occupation:**

224311 Economist

**224311 ECONOMIST**

Alternative Title:

Economic Analyst

Performs economic research and analysis, develops and applies theories about production and distribution of goods and services and people's spending and financial behaviour, and provides advice to governments and organisations on economic policy issues.

Skill Level: 1

Specialisations:

Agricultural Economist  
Econometrician  
Economic Forecaster  
Environmental Economist  
Health Economist  
Labour Market Economist  
Mineral Economist  
Taxation Economist

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### UNIT GROUP 2244 INTELLIGENCE AND POLICY ANALYSTS

INTELLIGENCE AND POLICY ANALYSTS collect and analyse information and data to produce intelligence and to develop and analyse policies guiding the design, implementation and modification of government and commercial operations and programs.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- determining organisational and client intelligence requirements
- organising, collecting, collating and analysing data, and developing intelligence information such as electronic surveillance
- compiling and disseminating intelligence information using briefings, maps, charts, reports and other methods
- ascertaining the accuracy of data collected and reliability of sources
- conducting threat and risk assessments and developing responses

- liaising and consulting with program administrators and other interested parties to identify policy needs
- reviewing existing policies and legislation to identify anomalies and out-of-date provisions
- researching social, economic and industrial trends, and client expectations of programs and services provided
- formulating and analysing policy options, preparing briefing papers and recommendations for policy changes, and advising on preferred options
- assessing impacts, financial implications, interactions with other programs and political and administrative feasibility of policies

**Occupations:**

224411 Intelligence Officer

224412 Policy Analyst

**224411 INTELLIGENCE OFFICER**

Collects and analyses information and data to produce intelligence for an organisation to support planning, operations and human resource functions.

Skill Level: 1

Specialisations:

Criminal Intelligence Analyst

Defence Intelligence Analyst

**224412 POLICY ANALYST**

Alternative Title:

Policy Adviser

Develops and analyses policies guiding the design, implementation and modification of government or commercial operations and programs.

Skill Level: 1

Specialisations:

Research and Evaluation Analyst (NZ)

Foreign Policy Officer

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### UNIT GROUP 2245 LAND ECONOMISTS AND VALUERS

LAND ECONOMISTS AND VALUERS provide advice on the administration and use of land and property, and assess the value of land, property and other items such as commercial equipment and objects of art.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### Tasks Include:

- providing advice on land and property financing and valuation matters
- researching and advising on the administration and use of land and property
- developing and implementing sales and leasing proposals for commercial land and property
- providing asset management services for the administration and use of land and property
- analysing land and property investments
- managing land and property portfolios and commercial property developments
- calculating values by considering market demand, condition of items, future trends and other factors
- examining property, selecting methods of valuation, and submitting written assessments

giving evidence in legal proceedings, mediating on valuation matters and providing rental determinations for arbitration purposes

**Occupations:**

224511 Land Economist

224512 Valuer

**224511 LAND ECONOMIST**

Alternative Title:

Property Economist

Provides advice on the administration and use of land and property.

Skill Level: 1

Specialisation:

Asset Manager (Land and Property)

**224512 VALUER**

Assesses the value of land, property, commercial equipment, merchandise, personal effects, household goods and objects of art. Registration or licensing may be required.

Skill Level: 1

Specialisations:

Plant and Machinery Valuer

Property Valuer

Real Estate Valuer

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### UNIT GROUP 2246 LIBRARIANS

LIBRARIANS develop, organise and manage library services such as collections of information, recreational resources and reader information services.

Teacher-Librarians are excluded from this unit group. Teacher-Librarians are included in Minor Group 241 School Teachers.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### Tasks Include:

- developing and implementing library and information policies and services
- examining publications and materials, interviewing publishers' representatives, and consulting with others to select library materials
- reviewing, evaluating and modifying services in response to user needs



- providing assistance to clients in accessing library resources
- managing library systems for recording and organising library holdings, acquisitions and purchases, reader registrations and loan transactions, and supervising indexing, filing and retrieval activities
- managing inter-library loan systems and information networks
- undertaking information research activities on behalf of clients
- selecting, ordering, classifying and cataloguing library and information resources
- monitoring collection development and culling programs
- supervising and training other library staff
- may plan and direct library promotion and outreach activities

**Occupation:**

224611 Librarian

**224611 LIBRARIAN**

Develops, organises and manages library services such as collections of information, recreational resources and reader information services. Registration or licensing may be required.

Skill Level: 1

Specialisations:

Acquisitions Librarian  
Audiovisual Librarian  
Bibliographer  
Cataloguer  
Children's Librarian  
Corporate Librarian  
Legal Librarian  
Multicultural Services Librarian  
Parliamentary Librarian  
Reference Librarian  
Special Librarian  
Special Needs Librarian

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### UNIT GROUP 2247 MANAGEMENT AND ORGANISATION ANALYSTS

MANAGEMENT AND ORGANISATION ANALYSTS assist organisations to achieve greater efficiency and solve organisational problems, and study organisational structures, methods, systems and procedures.

ICT Business Analysts are excluded from this unit group. ICT Business Analysts are included in Unit Group 2611 ICT Business and Systems Analysts.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- assisting and encouraging the development of objectives, strategies and plans aimed at achieving customer satisfaction and the efficient use of organisations' resources
- discussing business and organisational shortcomings with clients
- analysing and evaluating current systems and structures
- discussing current systems with staff and observing systems at all levels of organisation

- directing clients towards more efficient organisation and developing solutions to organisational problems
- undertaking and reviewing work studies by analysing existing and proposed methods and procedures such as administrative and clerical procedures
- recording and analysing organisations' work flow charts, records, reports, manuals and job descriptions
- preparing and recommending proposals to revise methods and procedures, alter work flows, redefine job functions and resolve organisational problems
- assisting in implementing approved recommendations, issuing revised instructions and procedure manuals, and drafting other documentation
- reviewing operating procedures and advising of departures from procedures and standards

**Occupations:**

224711 Management Consultant

224712 Organisation and Methods Analyst

**224711 MANAGEMENT CONSULTANT**

Alternative Title:

Business Consultant

Assists organisations to achieve greater efficiency and solve organisational problems.

Skill Level: 1

Specialisation:

Business Analyst

**224712 ORGANISATION AND METHODS ANALYST**

Alternative Title:

Procedures Analyst

Studies organisational structures, methods, systems and procedures.

Skill Level: 1

Specialisations:

Change Management Facilitator

Industry Analyst

Quality Auditor

Skills Auditor

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### UNIT GROUP 2249 OTHER INFORMATION AND ORGANISATION PROFESSIONALS

This unit group covers Information and Organisation Professionals not elsewhere classified.

It includes Electorate Officers, Liaison Officers, Migration Agents (Aus) / Immigration Consultants (NZ) and Patents Examiners.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### Occupations:

224911 Electorate Officer

224912 Liaison Officer

224913 Migration Agent (Aus) / Immigration Consultant (NZ)

224914 Patents Examiner

224999 Information and Organisation Professionals nec

## **224911 ELECTORATE OFFICER**

Manages the electorate office of a politician, and liaises with constituents and the media on their behalf.

Skill Level: 1

## **224912 LIAISON OFFICER**

Establishes and facilitates communication between different community groups, organisations and governments.

Skill Level: 1

Specialisations:

Aboriginal Liaison Officer

Business Liaison Officer

Community Liaison Officer

Disability Liaison Officer

Maori Liaison Adviser (NZ)

Police Liaison Officer

## **224913 MIGRATION AGENT (AUS) / IMMIGRATION CONSULTANT (NZ)**

Alternative Title:

Migration Consultant

Provides information and advice to potential migrants, prepares and lodges visa applications, and acts as an intermediary to legally represent clients during visa processing and before review bodies. Liaises with Legal Professionals in relation to judicial review matters. Registration or licensing may be required.

Skill Level: 1

## **224914 PATENTS EXAMINER**

Investigates and reports on patent applications to assess their compliance with the requirements of the Patents Act. Registration or licensing may be required.

Skill Level: 1

## **224999 INFORMATION AND ORGANISATION PROFESSIONALS NEC**

This occupation group includes Information and Organisation Professionals not elsewhere classified.

Skill Level: 1

Occupations in this group include:

Electoral Officer  
Knowledge Manager  
Lobbyist  
Museum Registrar  
Procurement Specialist

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### MINOR GROUP 225 SALES, MARKETING AND PUBLIC RELATIONS PROFESSIONALS

SALES, MARKETING AND PUBLIC RELATIONS PROFESSIONALS plan, develop, coordinate and implement programs of information dissemination to promote organisations, goods and services, and represent companies in selling a range of technical, industrial, medical, pharmaceutical and ICT goods and services.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- commissioning and undertaking market research, analysing the findings, and planning advertising, marketing and public relations activities
- supporting business growth and development through the preparation and execution of marketing objectives, policies and programs
- planning and organising publicity campaigns
- appraising and selecting material submitted by writers, Photographers, Illustrators and others to create

- favourable publicity
- acquiring and updating knowledge of employers' and competitors' goods and services, and market conditions
- assessing customers' needs and explaining and demonstrating goods and services to them
- visiting regular and prospective client businesses to establish and act on marketing opportunities
- quoting and negotiating prices and credit terms, and completing contracts

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[UNIT GROUP 2252 ICT Sales Professionals](#)

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### UNIT GROUP 2251 ADVERTISING AND MARKETING PROFESSIONALS

ADVERTISING AND MARKETING PROFESSIONALS develop and coordinate advertising strategies and campaigns, determine the market for new goods and services, and identify and develop market opportunities for new and existing goods and services.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- planning, developing and organising advertising policies and campaigns to support sales objectives
- advising executives and clients on advertising strategies and campaigns to reach target markets, creating consumer awareness and effectively promoting the attributes of goods and services
- coordinating production of advertising campaigns involving specialised activities, such as artwork, copywriting, media scripting, television and film production and media placement, within time and budget constraints
- analysing data regarding consumer patterns and preferences

- interpreting and predicting current and future consumer trends
- researching potential demand and market characteristics for new goods and services and collecting and analysing data and other statistical information
- supporting business growth and development through the preparation and execution of marketing objectives, policies and programs
- commissioning and undertaking market research to identify market opportunities for new and existing goods and services
- advising on all elements of marketing such as product mix, pricing, advertising and sales promotion, selling, and distribution channels

### **Occupations:**

225111 Advertising Specialist  
 225112 Market Research Analyst  
 225113 Marketing Specialist

### **225111 ADVERTISING SPECIALIST**

Alternative Titles:

Advertising Account Executive  
 Advertising Account Manager  
 Creative Director (Advertising)

Devises and coordinates advertising campaigns which encourage consumers to purchase particular goods or services.

Skill Level: 1

### **225112 MARKET RESEARCH ANALYST**

Determines the market for new goods and services, develops advertising strategies, and evaluates the best business sites for commercial organisations.

Skill Level: 1

### **225113 MARKETING SPECIALIST**

Alternative Titles:

Marketing Consultant  
 Marketing Coordinator  
 Marketing Officer

Identifies market opportunities and advises on the development, coordination and implementation of plans for pricing and promoting an organisation's goods and services.

Skill Level: 1

Specialisations:

Brand Manager

Category Manager

Product Manager

Sales Promotion Officer

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### UNIT GROUP 2252 ICT SALES PROFESSIONALS

ICT SALES PROFESSIONALS manage client accounts and represent companies in selling a range of computer hardware, software and other ICT goods and services to industrial, business, professional and other organisations.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience and/or relevant vendor certification may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- compiling lists of prospective client businesses using trade directories and other sources
- acquiring and updating knowledge of employer's and competitors' goods and services, and market conditions
- visiting regular and prospective client businesses to establish and act on selling opportunities
- assessing customers' needs and explaining the goods and services which meet their needs
- promoting employers' ICT goods and services to existing and prospective clients
- quoting and negotiating prices and credit terms, and completing contracts and recording orders

- arranging delivery of goods, installation of equipment and the provision of services
- reporting to sales management on sales made and the marketability of ICT goods and services
- following up with clients to ensure satisfaction with ICT goods and services purchased, arranging modifications and resolving any problems arising
- preparing sales reports, and maintaining and submitting records of business expenses incurred

**Occupations:**

225211 ICT Account Manager

225212 ICT Business Development Manager

225213 ICT Sales Representative

**225211 ICT ACCOUNT MANAGER**

Manages sale of computer hardware, software and services to existing account clients and identifies further sales opportunities within these accounts, builds new account clients, manages customer satisfaction and retention, and coordinates the preparation and presentation of ICT sales proposals and tenders.

Skill Level: 1

**225212 ICT BUSINESS DEVELOPMENT MANAGER**

Identifies and generates new ICT business opportunities to further improve market share and awareness by gaining an understanding of customers' ICT needs and promoting goods and services to these customers. May manage some key customer accounts.

Skill Level: 1

**225213 ICT SALES REPRESENTATIVE**

Develops and converts sales opportunities into sales of computer hardware, software and ICT services.

Skill Level: 1

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### UNIT GROUP 2253 PUBLIC RELATIONS PROFESSIONALS

PUBLIC RELATIONS PROFESSIONALS plan, develop, implement and evaluate information and communication strategies that create an understanding and a favourable view of organisations, their goods and services, and their role in the community.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- planning and organising publicity campaigns and communication strategies
- advising executives on the public relations implications of their policies, programs and practices
- preparing and controlling the issue of news and press releases
- undertaking and commissioning public opinion research, analysing the findings and planning public relations and promotional campaigns
- organising special events, seminars, entertainment, competitions and social functions to promote goodwill and favourable publicity

- representing organisations and arranging executive interviews with publicity media
- attending business, social and other functions to promote the organisation
- commissioning and obtaining photographs and other illustrative material
- selecting, appraising and revising material submitted by publicity writers, Photographers, Illustrators and others to create favourable publicity

**Occupation:**

225311 Public Relations Professional

**225311 PUBLIC RELATIONS PROFESSIONAL**

Plans, develops, implements and evaluates information and communication strategies that create an understanding and a favourable view of an organisation, its goods and services, and its role in the community.

Skill Level: 1

Specialisations:

Media Liaison Officer  
Press Officer  
Promotions Officer  
Public Affairs Officer  
Public Relations Consultant  
Public Relations Officer

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### UNIT GROUP 2254 TECHNICAL SALES REPRESENTATIVES

TECHNICAL SALES REPRESENTATIVES represent companies in selling a range of industrial, medical and pharmaceutical goods and services to industrial, business, professional and other establishments.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- compiling lists of prospective client businesses using directories and other sources
- acquiring and updating knowledge of employers' and competitors' goods and services, and market conditions
- visiting regular and prospective client businesses to establish and act on selling opportunities
- assessing customers' needs and recommending and explaining goods and services to them
- monitoring customers' changing needs and competitor activity, and reporting these developments to sales management
- quoting and negotiating prices and credit terms, and completing contracts and recording orders

- arranging delivery of goods, installation of equipment and the provision of services
- reporting to sales management on sales made and the marketability of goods and services
- following up with clients to ensure satisfaction with goods and services purchased, and resolving any problems arising
- preparing sales reports and maintaining and submitting records of business expenses incurred

### **Occupations:**

225411 Sales Representative (Industrial Products)

225412 Sales Representative (Medical and Pharmaceutical Products)

225499 Technical Sales Representatives nec

### **225411 SALES REPRESENTATIVE (INDUSTRIAL PRODUCTS)**

Represents companies in selling a range of specialised chemicals, machines, manufacturing materials and other industrial supplies.

Skill Level: 1

### **225412 SALES REPRESENTATIVE (MEDICAL AND PHARMACEUTICAL PRODUCTS)**

Represents companies in selling medical, dental and veterinary equipment and supplies, and pharmaceutical products.

Skill Level: 1

Specialisation:

Medical Representative

### **225499 TECHNICAL SALES REPRESENTATIVES NEC**

This occupation group covers Technical Sales Representatives not elsewhere classified.

Skill Level: 1

Occupations in this group include:

Sales Representative (Educational Products and Services)

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### SUB-MAJOR GROUP 23 DESIGN, ENGINEERING, SCIENCE AND TRANSPORT PROFESSIONALS

DESIGN, ENGINEERING, SCIENCE AND TRANSPORT PROFESSIONALS fly and ensure the safe operation of aircraft, control and manage the operation of ships, boats and marine equipment, design buildings, landscapes and products for manufacture and visual communication, design, plan and organise the testing, construction and maintenance of structures, machines, production systems and plants, and perform analytical, conceptual and practical tasks in relation to the chemical and physical properties of the universe, living organisms, and the environment.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this sub-major group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- flying aircraft, and ensuring the safe and efficient operation of aircraft in flight and on the ground
- controlling and directing the operation of ships, boats and marine equipment to ensure the safe and efficient loading and transport of cargo and passengers
- designing products including furniture, textiles and maps, and physical structures and engineering

systems

- conducting research and practical tests to resolve design and operational problems
- interpreting and analysing data from engineering and scientific experiments and tests
- conducting experiments and tests to determine the chemical composition and reactive properties of natural substances and processed materials
- analysing and describing living organisms and their interaction with their environment
- advising on the use of natural resources, and discussing and making recommendations to individuals and groups about variables affecting land use

This section contains the following subsection :

[MINOR GROUP 231 Air and Marine Transport Professionals](#)

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GROUP 231 Air and Marine Transport Professionals

### MINOR GROUP 231 AIR AND MARINE TRANSPORT PROFESSIONALS

AIR AND MARINE TRANSPORT PROFESSIONALS fly and navigate aircraft, control air traffic to ensure the safe and efficient operation of aircraft in flight and on the ground, and control and direct the operation of ships, boats and marine equipment.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- flying aircraft in accordance with established air traffic control and aircraft operating procedures
- controlling aircraft movements, and directing aircraft taxiing, take-offs and landings by radio
- monitoring aircraft performance and reporting on mechanical condition of aircraft
- giving in-flight instruction, supervising solo flights, accompanying students on training flights and demonstrating techniques for controlling aircraft
- directing fishing operations by using knowledge about the species sought, fishing areas, seasons and the capabilities of the vessel and crew



- controlling and directing shipping operations to ensure the safe and efficient loading and transport of cargo and passengers
- planning, controlling and coordinating the operational and maintenance requirements of a ship's propulsion and domestic plant and equipment
- examining and approving design plans of hulls and equipment such as main propulsion engines, auxiliary boilers and turbines, electrical power generating plant, refrigeration and airconditioning plant and pumping systems
- monitoring a ship's navigational situation, and supervising a ship's course and speed according to predetermined passage plan and safety

This section contains the following subsection :

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### UNIT GROUP 2311 AIR TRANSPORT PROFESSIONALS

AIR TRANSPORT PROFESSIONALS fly and navigate aircraft, control and direct air traffic to ensure the safe and efficient operation of aircraft in flight and on the ground, and instruct students in flying aircraft.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Aeroplane and Helicopter Pilots require a prescribed minimum amount of flying experience in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

#### Tasks Include:

- preparing and submitting flight plans giving consideration to factors such as weather conditions and aircraft performance
- flying aircraft in accordance with established air traffic control and aircraft operating procedures
- providing flight information for flight crews and air traffic services staff
- controlling aircraft movements, and directing aircraft taxiing, take-offs and landings by radio

- providing pre-flight briefings and aeronautical information services
- completing cockpit preparations and external inspections to determine that aircraft are acceptable for flight
- monitoring aircraft performance and reporting on mechanical condition
- giving in-flight instruction, supervising solo flights, accompanying students on training flights and demonstrating techniques for controlling aircraft

**Occupations:**

231111 Aeroplane Pilot  
231112 Air Traffic Controller  
231113 Flying Instructor  
231114 Helicopter Pilot  
231199 Air Transport Professionals nec

**231111 AEROPLANE PILOT**

Flies aeroplanes to transport passengers, mail and freight, or provide agricultural, aerial surveillance or other aviation services. Registration or licensing is required.

Skill Level: 1

**231112 AIR TRAFFIC CONTROLLER**

Ensures the safe and efficient movement of aircraft in controlled airspace and aerodromes by directing aircraft movements. Registration or licensing is required.

Skill Level: 1

**231113 FLYING INSTRUCTOR**

Teaches the theory and practical skills of flying aircraft. Registration or licensing is required.

Skill Level: 1

Specialisations:

Gliding Pilot Instructor  
Helicopter Pilot Instructor

**231114 HELICOPTER PILOT**

Flies helicopters to transport passengers, mail or freight, or provide agricultural, aviation or aerial surveillance services. Registration or licensing is required.

Skill Level: 1

## 231199 AIR TRANSPORT PROFESSIONALS NEC

This occupation group covers Air Transport Professionals not elsewhere classified. Registration or licensing is required.

Skill Level: 1

Occupations in this group include:

Aircraft Navigator  
Airworthiness Inspector  
Ballooningist  
Flight Engineer Inspector

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### UNIT GROUP 2312 MARINE TRANSPORT PROFESSIONALS

MARINE TRANSPORT PROFESSIONALS control and manage the operations of ships, boats and marine equipment.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

#### Tasks Include:

- directing fishing operations by using knowledge about the species sought, fishing areas, seasons and the capabilities of the vessel and crew
- directing crew in catching fish, molluscs and crustacea at varying depths using nets, lines, poles, pots and traps
- planning, controlling and coordinating the operational and maintenance requirements of a ship's propulsion and domestic plant and equipment

- operating plant and equipment and performing routine maintenance on ship's systems including mechanical, electrical, hydraulic, pneumatic, steam generating, and fire prevention and control systems
- controlling and directing shipping operations to ensure the safe and efficient loading and transport of cargo and passengers
- ensuring compliance with regulations pertaining to safety at sea and protection of the marine environment
- directing the activities of the deck crew for navigational support tasks, berthing and unberthing, maintenance, cleaning and painting of superstructures, and repair and replacement of defective deck gear and equipment
- navigating a ship by supervising the ship's course and speed according to predetermined passage plans and safety procedures
- examining and approving design plans of hulls and equipment such as main propulsion engines, auxiliary boilers and turbines, electrical power generating plant, refrigeration and airconditioning plant and pumping systems
- conducting periodic surveys throughout a ship's life to ensure standards are maintained

### **Occupations:**

231211 Master Fisher

231212 Ship's Engineer

231213 Ship's Master

231214 Ship's Officer

231215 Marine Surveyor

231299 Marine Transport Professionals nec

### **231211 MASTER FISHER**

Controls a fishing vessel and fishing operations to catch and preserve fish, crustacea and molluscs.

Registration or licensing is required.

Skill Level: 1

### **231212 SHIP'S ENGINEER**

Alternative Title:

Marine Engineer

Controls and manages the operation and maintenance of a ship's plant and equipment. Registration or licensing is required.

Skill Level: 1

Specialisations:

Mechanical Engineering Officer (Navy)  
Weapons Electrical Engineering Officer (Navy)

### **231213 SHIP'S MASTER**

Alternative Title:

Ship's Captain

Controls and manages the operations of a ship or boat. Registration or licensing is required.

Skill Level: 1

Specialisations:

Dredge Master

Ship's Pilot

Tug Master

### **231214 SHIP'S OFFICER**

Alternative Title:

Deck Officer

Navigates and controls the safe operation of a ship and supervises and coordinates the activities of deck crew. Registration or licensing is required.

Skill Level: 1

Specialisations:

Navigating Officer (Ship's)

Seaman Officer (Navy)

### **231215 MARINE SURVEYOR**

Alternative Title:

Ship's Surveyor

Surveys machines and hulls of ships to ensure they are constructed, equipped and maintained according to safety standards, rules and regulations laid down by marine authorities. Registration or licensing may be required.

Skill Level: 1

## 231299 MARINE TRANSPORT PROFESSIONALS NEC

This occupation group covers Marine Transport Professionals not elsewhere classified. Registration or licensing is required.

Skill Level: 1

Occupations in this group include:

Boating Safety Officer (Aus)

Marine Safety Officer

Vessel Traffic Officer (Aus)

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### MINOR GROUP 232 ARCHITECTS, DESIGNERS, PLANNERS AND SURVEYORS

ARCHITECTS, DESIGNERS, PLANNERS AND SURVEYORS design building exteriors and interiors, and landscapes; conduct survey work to precisely position geographical features, and design, prepare and revise maps; design information for visual communication, publication and display, and products for manufacture; and develop and implement plans and policies for controlling the use of land.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. For some occupations at least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- obtaining advice from and providing information to clients and management about design, size, materials and costs associated with new buildings and alterations to existing buildings
- consulting with professionals and clients about external area designs, costs and construction
- designing and compiling map manuscripts using digital and graphical source material such as aerial photographs, satellite imagery, survey documents, existing maps and records, and reports and statistics
- planning and designing land subdivision projects and negotiating details with local governments and other

authorities

- formulating design concepts for clothing, textiles, industrial, commercial and consumer products, jewellery and building interiors
- undertaking research and analysing functional, spatial, commercial, cultural, safety and aesthetic requirements
- preparing sketches, diagrams, illustrations and samples to communicate design concepts
- determining the objectives and constraints of design briefs by consulting with clients and stakeholders
- compiling and analysing data on economic, legal, political, cultural, demographic, sociological, physical and environmental factors affecting land use

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[UNIT GROUP 2322 Surveyors and Spatial Scientists](#)

[UNIT GROUP 2323 Fashion, Industrial and Jewellery Designers](#)

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### UNIT GROUP 2321 ARCHITECTS AND LANDSCAPE ARCHITECTS

ARCHITECTS AND LANDSCAPE ARCHITECTS design commercial, industrial, institutional, residential and recreational buildings and landscapes.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### Tasks Include:

- obtaining advice from clients and management to determine type, style and size of planned buildings and alterations to existing buildings
- providing information regarding designs, materials and estimated building times
- preparing project documentation, including sketches and scale drawings, and integrating structural, mechanical and aesthetic elements in final designs
- writing specifications and contract documents for use by builders and calling tenders on behalf of clients
- consulting with Professionals and clients about external area designs, costs and construction

compiling and analysing site and community data about geographical and ecological features, landforms, soils, vegetation, site hydrology, visual characteristics and human-made structures, to formulate land use and development recommendations, and for preparing environmental impact statements

- preparing reports, site plans, working drawings, specifications and cost estimates for land development, showing location and details of proposals, including ground modelling, structures, vegetation and access
- inspecting construction work in progress to ensure compliance with plans, specifications and quality standards

#### **Occupations:**

232111 Architect

232112 Landscape Architect

#### **232111 ARCHITECT**

Plans and designs buildings, provides concepts, plans, specifications and detailed drawings, negotiates with builders and advises on the procurement of buildings. Registration or licensing is required.

Skill Level: 1

Specialisation:

Conservation or Heritage Architect

#### **232112 LANDSCAPE ARCHITECT**

Plans and designs land areas for projects such as open space networks, parks, schools, institutions, roads, external areas for all building types, land subdivisions, and commercial, industrial and residential sites.

Skill Level: 1

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### UNIT GROUP 2322 SURVEYORS AND SPATIAL SCIENTISTS

SURVEYORS AND SPATIAL SCIENTISTS plan, direct and conduct survey work to determine and delineate boundaries and features of tracts of land, marine floors and underground works, prepare and revise maps, charts and other geographic products, and analyse, present and maintain geographical information about locations in space and time.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### Tasks Include:

- determining the position of points of interest on the earth's surface including marine floors, and preparing the final product data in digital form
- supervising the preparation of plans, maps, charts and drawings to give pictorial representations and managing spatial information systems
- undertaking research and development of surveying and photogrammetric measurement systems,

cadastral systems and land information systems

- planning and designing land subdivision projects and negotiating details with local governments and other authorities
- advising Architects, Engineering Professionals, environmental and other scientists or other relevant professionals on the technical requirements of surveying, mapping and spatial information systems
- compiling and evaluating data, interpreting codes of practice, and writing reports concerning survey measurement, land use and tenure
- preparing site plans and survey reports required for conveyancing and land ownership matters
- evaluating, compiling and maintaining spatial information using a range of digital and graphical source materials, including aerial photographs, satellite imagery, survey documents, existing maps and records, historical data, reports and statistics
- analysing and interpreting data to design maps, graphs, plans, drawings and three-dimensional models using geographic information and related systems
- developing and trialling new applications for use in geographic information systems
- supervising and coordinating the work of Surveying or Spatial Science Technicians in the production and reproduction of geographic products

### **Occupations:**

232212 Surveyor

232213 Cartographer

232214 Other Spatial Scientist

### **232212 SURVEYOR**

Plans, directs and conducts survey work to determine, delineate, plan and precisely position tracts of land, natural and constructed features, coastlines, marine floors and underground works, and manages related information systems. Registration or licensing may be required.

Skill Level: 1

### **Specialisations:**

Cadastral Surveyor

Engineering Surveyor

Geodetic Surveyor

Hydrographic Surveyor

Mine Surveyor

Photogrammetric Surveyor

### **232213 CARTOGRAPHER**

Applies scientific, mathematical and cartographic design principles to prepare and revise maps, charts and other forms of cartographic output.

Skill Level: 1

## **232214 OTHER SPATIAL SCIENTIST**

Acquires, integrates, analyses, interprets, presents, manages and distributes information about locations in space and time, and develops related equipment, software and services.

Skill Level: 1

Specialisation:

Geographic Information Systems Manager

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### UNIT GROUP 2323 FASHION, INDUSTRIAL AND JEWELLERY DESIGNERS

FASHION, INDUSTRIAL AND JEWELLERY DESIGNERS plan, design, develop and document products for manufacture and prepare designs and specifications of products for mass, batch and one-off production.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- determining the objectives and constraints of the design brief by consulting with clients and stakeholders
- undertaking product research and analysing functional, commercial, cultural and aesthetic requirements
- formulating design concepts for clothing, textiles, industrial, commercial and consumer products, and jewellery
- preparing sketches, diagrams, illustrations, plans, samples and models to communicate design concepts
- negotiating design solutions with clients, management, and sales and manufacturing staff
- selecting, specifying and recommending functional and aesthetic materials, production methods and finishes for manufacture

- detailing and documenting the selected design for production
- preparing and commissioning prototypes and samples
- supervising the preparation of patterns, programs and tooling, and the manufacture process

### **Occupations:**

232311 Fashion Designer

232312 Industrial Designer

232313 Jewellery Designer

### **232311 FASHION DESIGNER**

Plans, designs and develops clothing, accessories, footwear or other items of personal apparel considering the form and construction of clothing, historical styles and contexts, contemporary and cultural trends, colour, fabric, and decoration, and the techniques and processes available for manufacture.

Skill Level: 1

Specialisation:

Costume Designer

### **232312 INDUSTRIAL DESIGNER**

Alternative Title:

Product Designer

Plans, designs, develops and documents industrial, commercial or consumer products for manufacture with particular emphasis on ergonomic (human) factors, marketing considerations and manufacturability, and prepares designs and specifications of products for mass or batch production.

Skill Level: 1

Specialisations:

Ceramic Designer

Furniture Designer

Glass Designer

Textile Designer

### **232313 JEWELLERY DESIGNER**

Conceptualises and designs prototypes and details for the manufacture of jewellery and objects for personal

adornment, such as watches and spectacles, homewares and other objects, such as trophies and silverware, using metals, precious stones, plastics, engraving, casting and fabrication, to develop designs for mass or batch production or one-off commissions.

Skill Level: 1

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### UNIT GROUP 2324 GRAPHIC AND WEB DESIGNERS, AND ILLUSTRATORS

GRAPHIC AND WEB DESIGNERS, AND ILLUSTRATORS design information for visual and audio communication, publication and display using print, film, electronic, digital and other forms of visual and audio media.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- determining the objectives and constraints of the design brief by consulting with clients and stakeholders
- undertaking research and analysing functional communication requirements
- formulating design concepts for the subject to be communicated
- preparing sketches, diagrams, illustrations and layouts to communicate design concepts
- negotiating design solutions with clients, management, sales and production staff
- selecting, specifying or recommending functional and aesthetic materials and media for publication, delivery or display

- detailing and documenting the selected design for production
- supervising or carrying out production in the chosen media
- may archive information for future client use

**Occupations:**

232411 Graphic Designer

232412 Illustrator

232413 Multimedia Designer

232414 Web Designer

**232411 GRAPHIC DESIGNER**

Alternative Title:

Graphic Artist

Plans, designs, develops and prepares information for publication and reproduction using text, symbols, pictures, colours and layout to achieve commercial and communication needs with particular emphasis on tailoring the message for the intended audience.

Skill Level: 1

Specialisations:

Exhibition Designer

Film and Video Graphics Designer

Publication Designer

**232412 ILLUSTRATOR**

Plans, designs, develops, and prepares pictures and diagrams to communicate messages, clarify meaning, assist in presentations and illustrate stories, using traditional and digital media such as drawing, painting, drafting, collage, models, photography, and image capture and manipulation software.

Skill Level: 1

Specialisations:

Animator

Cartoonist

Technical Illustrator

**232413 MULTIMEDIA DESIGNER**

Alternative Titles:

Digital Media Designer  
Interactive Media Designer

Plans, designs and develops the production of digitally delivered information, promotional content, instructional material and entertainment through online and recorded digital media using static and animated information, text, pictures, video and sound to produce information and entertainment tailored to an intended audience and purpose.

Skill Level: 1

Specialisation:

Instructional Designer

### **232414 WEB DESIGNER**

Plans, designs, develops and prepares information for Internet publication with particular emphasis on the user interface, ease of navigation and location of information using text, pictures, animation, sound, colours, layout and data sources to deliver information tailored to an intended audience and purpose.

Skill Level: 1

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### UNIT GROUP 2325 INTERIOR DESIGNERS

INTERIOR DESIGNERS plan, design, detail and supervise the construction of commercial, industrial, retail and residential building interiors to produce an environment tailored to a purpose, with particular emphasis on space creation, space planning, and factors that enhance living and working environments.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- determining the objectives and constraints of the design brief by consulting with clients and stakeholders
- researching and analysing spatial, functional, efficiency, safety and aesthetic requirements
- formulating design concepts for building interiors
- preparing sketches, diagrams, illustrations and plans to communicate design concepts
- negotiating design solutions with clients, management, suppliers and construction staff
- selecting, specifying and recommending functional and aesthetic materials, furniture and products for interiors

- detailing and documenting selected design for construction
- supervising the construction of interiors

**Occupation:**

232511 Interior Designer

**232511 INTERIOR DESIGNER**

Plans, designs, details and supervises the construction of commercial, industrial, retail and residential building interiors to produce an environment tailored to a purpose, with particular emphasis on space creation, space planning, and factors that enhance living and working environments.

Skill Level: 1

Specialisations:

Commercial Interior Designer  
Environmental Designer  
Residential Interior Designer  
Retail Interior Designer

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### UNIT GROUP 2326 URBAN AND REGIONAL PLANNERS

URBAN AND REGIONAL PLANNERS develop and implement plans and policies for the controlled use of urban and rural land, and advise on economic, environmental and social factors affecting land use.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- compiling and analysing data on economic, legal, political, cultural, demographic, sociological, physical and environmental factors affecting land use
- conferring with government authorities, communities, Architects, social scientists, Legal Professionals, and planning, development and environmental specialists
- devising and recommending use and development of land, and presenting narrative and graphic plans, programs and designs to groups and individuals
- advising governments and organisations on urban and regional planning and resource planning
- reviewing and evaluating environmental impact reports
- staying up-to-date with changes in building and zoning codes, regulations and other legal issues
- may serve as mediators in disputes over planning proposals and projects

- may speak at public meetings and appear before government to explain planning proposals

**Occupation:**

232611 Urban and Regional Planner

**232611 URBAN AND REGIONAL PLANNER**

Develops and implements plans and policies for the controlled use of urban and rural land, and advises on economic, environmental and social factors affecting land use.

Skill Level: 1

**Specialisations:**

Land Planner

Resource Management Planner (NZ)

Town Planner

Traffic and Transport Planner

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### MINOR GROUP 233 ENGINEERING PROFESSIONALS

ENGINEERING PROFESSIONALS design, plan and organise the testing, construction, installation and maintenance of structures, machines and their components, and production systems and plants, and plan production schedules and work procedures to ensure engineering projects are undertaken efficiently and in a cost effective manner.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- planning and designing chemical process systems, civil engineering projects, electrical power equipment and facilities, electronic components used in computer and industrial applications, mechanical equipment and systems, mining and drilling operations, and other engineering projects
- drafting and interpreting specifications, drawings and plans, and determining construction methods
- supervising the construction of structures, water and gas supply and transportation systems, and the manufacture, installation, operation and maintenance of equipment, machines and plant
- organising and managing project labour and the delivery of materials, plant and equipment

- estimating total costs and preparing detailed cost plans and estimates as tools for budgetary control
- resolving design and operational problems in the various fields of engineering through the application of engineering technology

This section contains the following subsection :

[UNIT GROUP 2331 Chemical and Materials Engineers](#)

[UNIT GROUP 2332 Civil Engineering Professionals](#)

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### UNIT GROUP 2331 CHEMICAL AND MATERIALS ENGINEERS

CHEMICAL AND MATERIALS ENGINEERS design and prepare specifications for chemical process systems and the construction and operation of commercial-scale chemical plants, supervise industrial processing and fabrication of products undergoing physical and chemical change, and investigate the properties of metals, ceramics, polymers and other materials and assess and develop their engineering and commercial applications.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### Tasks Include:

- preparing designs for chemical process systems and planning control systems for processes such as those used to remove and separate components, effect chemical changes, test and evaluate fuels, transfer heat, and control the storing and handling of solids, liquids and gases
- monitoring the operation and maintenance of equipment to achieve maximum efficiency under safe

- operating conditions
- ensuring correct materials and equipment are used and that they conform to specifications
- diagnosing malfunctions in chemical plants and instituting remedial action
- studying product utilisation and pollution control problems
- reviewing plans for new products and submitting material selection recommendations in accordance with design specifications and factors such as strength, weight and cost
- planning and implementing laboratory operations to develop new materials and fabrication procedures for new materials to fulfil production cost and performance standards
- conferring with producers of materials, such as metals, ceramics, polymers, cements and elastomers, during the investigation and evaluation of materials suitable for specific product applications
- reviewing product failure data and implementing laboratory tests to establish or reject possible causes, and advising on ways to overcome any problems

### **Occupations:**

233111 Chemical Engineer

233112 Materials Engineer

### **233111 CHEMICAL ENGINEER**

Designs and prepares specifications for chemical process systems and the construction and operation of commercial-scale chemical plants, and supervises industrial processing and fabrication of products undergoing physical and chemical changes. Registration or licensing may be required.

Skill Level: 1

### **233112 MATERIALS ENGINEER**

Investigates the properties of metals, ceramics, polymers and other materials and assesses and develops their engineering and commercial applications. Registration or licensing may be required.

Skill Level: 1

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### UNIT GROUP 2332 CIVIL ENGINEERING PROFESSIONALS

CIVIL ENGINEERING PROFESSIONALS design, plan, organise and oversee the construction of civil engineering projects such as dams, bridges, pipelines, gas and water supply schemes, sewerage systems, roads, airports and other structures; analyse the likely behaviour of soil and rock when placed under pressure by proposed structures and design structural foundations; analyse the statical properties of all types of structures and test the behaviour and durability of materials used in their construction; plan and develop transportation systems; and estimate and monitor the construction costs of projects.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### Tasks Include:

- determining construction methods, materials and quality standards, and drafting and interpreting specifications, drawings, plans, construction methods and procedures
- organising and directing site labour and the delivery of construction materials, plant and equipment, and



- establishing detailed programs for the coordination of site activities
- obtaining soil and rock samples at different depths across sites and testing samples to determine strength, compressibility and other factors that affect the behaviour of soil and rock when a structure is imposed and determining the safe loading for the soil
- studying architectural and engineering drawings and specifications to estimate total costs, and preparing detailed cost plans and estimates as tools to assist in budgetary control
- monitoring changes to designs, assessing effects on cost, and measuring, valuing and negotiating variations to designs
- analysing structural systems for both static and dynamic loads
- designing structures to ensure they do not collapse, bend, twist or vibrate in undesirable ways
- assessing present and future travel flow patterns taking into account population increase and needs change
- designing the physical aspects of transportation systems such as highways, railroads, urban transit, air transportation, logistical supply systems and their terminals

### **Occupations:**

233211 Civil Engineer  
 233212 Geotechnical Engineer  
 233213 Quantity Surveyor  
 233214 Structural Engineer  
 233215 Transport Engineer

### **233211 CIVIL ENGINEER**

Plans, designs, organises and oversees the construction and operation of dams, bridges, pipelines, gas and water supply schemes, sewerage systems, airports and other civil engineering projects. Registration or licensing may be required.

Skill Level: 1

#### **Specialisations:**

Airfield Engineer Officer (Air Force)  
 Hydraulics Engineer

### **233212 GEOTECHNICAL ENGINEER**

Plans, directs and conducts survey work to analyse the likely behaviour of soil and rock when placed under pressure by proposed structures, and designs above and below ground foundations. Registration or licensing may be required.

Skill Level: 1

## 233213 QUANTITY SURVEYOR

Alternative Titles:

Building Economist  
Construction Economist

Estimates and monitors construction costs from the project feasibility stage, through tender preparation, to the construction period and beyond. Registration or licensing is required.

Skill Level: 1

## 233214 STRUCTURAL ENGINEER

Analyses the statical properties of all types of structures, tests the behaviour and durability of materials used in their construction, and designs and supervises the construction of all types of structures. Registration or licensing may be required.

Skill Level: 1

## 233215 TRANSPORT ENGINEER

Plans and develops transport systems to improve infrastructure efficiency and the cost effectiveness of moving people and freight. Registration or licensing may be required.

Skill Level: 1

Specialisation:

Roading Engineer (NZ)

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### UNIT GROUP 2333 ELECTRICAL ENGINEERS

ELECTRICAL ENGINEERS design, develop and supervise the manufacture, installation, operation and maintenance of equipment, machines and systems for the generation, distribution, utilisation and control of electric power.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### Tasks Include:

- planning and designing power stations and power generation equipment
- determining the type and arrangement of circuits, transformers, circuit-breakers, transmission lines and other equipment
- developing products such as electric motors, components, equipment and appliances
- interpreting specifications, drawings, standards and regulations relating to electric power equipment and use

- organising and managing resources used in the supply of electrical components, machines, appliances and equipment
- establishing delivery and installation schedules for machines, switchgear, cables and fittings
- supervising the operation and maintenance of power stations, transmission and distribution systems and industrial plants
- designing and installing control and signalling equipment for road, rail and air traffic
- may specialise in research in areas such as power generation and transmission systems, transformers, switchgear and electric motors, telemetry and control systems

**Occupation:**

233311 Electrical Engineer

**233311 ELECTRICAL ENGINEER**

Designs, develops and supervises the manufacture, installation, operation and maintenance of equipment, machines and systems for the generation, distribution, utilisation and control of electric power. Registration or licensing may be required.

Skill Level: 1

**Specialisations:**

Electrical Design Engineer  
Railway Signalling Engineer  
Signalling and Communications Engineer

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### UNIT GROUP 2334 ELECTRONICS ENGINEERS

ELECTRONICS ENGINEERS design, develop, adapt, install, test and maintain electronic components, circuits and systems used for computer systems, communication systems, entertainment, transport and other industrial applications.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### Tasks Include:

- designing electronic components, circuits and systems used for computer, communication and control systems, and other industrial applications
- designing software, especially embedded software, to be used within such systems
- developing apparatus and procedures to test electronic components, circuits and systems
- supervising installation and commissioning of computer, communication and control systems, and ensuring proper control and protection methods

- establishing and monitoring performance and safety standards and procedures for operation, modification, maintenance and repair of such systems
- designing communications bearers based on wired, optical fibre and wireless communication media
- analysing communications traffic and level of service, and determining the type of installation, location, layout and transmission medium for communication systems
- designing and developing signal processing algorithms and implementing these through appropriate choice of hardware and software

**Occupation:**

233411 Electronics Engineer

**233411 ELECTRONICS ENGINEER**

Designs, develops, adapts, installs, tests and maintains electronic components, circuits and systems used for computer systems, communication systems, entertainment, transport and other industrial applications.

Registration or licensing may be required.

Skill Level: 1

Specialisation:

Communications Engineer (Army)

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### UNIT GROUP 2335 INDUSTRIAL, MECHANICAL AND PRODUCTION ENGINEERS

INDUSTRIAL, MECHANICAL AND PRODUCTION ENGINEERS design, organise and oversee the construction, operation and maintenance of mechanical and process plant and installations, establish programs for the coordination of manufacturing activities, and ensure usage of resources is cost effective.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### Tasks Include:

- studying functional statements, organisational charts and project information to determine functions and responsibilities of workers and work units and to identify areas of duplication
- establishing work measurement programs and analysing work samples to develop standards for labour utilisation
- analysing workforce utilisation, facility layout, operational data and production schedules and costs to determine optimum worker and equipment efficiencies



designing mechanical equipment, machines, components, products for manufacture, and plant and systems for construction

- developing specifications for manufacture, and determining materials, equipment, piping, material flows, capacities and layout of plant and systems
- organising and managing project labour and the delivery of materials, plant and equipment
- establishing standards and policies for installation, modification, quality control, testing, inspection and maintenance according to engineering principles and safety regulations
- inspecting plant to ensure optimum performance is maintained
- directing the maintenance of plant buildings and equipment, and coordinating the requirements for new designs, surveys and maintenance schedules

### **Occupations:**

233511 Industrial Engineer

233512 Mechanical Engineer

233513 Production or Plant Engineer

### **233511 INDUSTRIAL ENGINEER**

Investigates and reviews the utilisation of personnel, facilities, equipment and materials, current operational processes and established practices, to recommend improvement in the efficiency of operations in a variety of commercial, industrial and production environments. Registration or licensing may be required.

Skill Level: 1

Specialisation:

Process Engineer (Industrial)

### **233512 MECHANICAL ENGINEER**

Plans, designs, organises and oversees the assembly, erection, commissioning, operation and maintenance of mechanical and process plant and installations. Registration or licensing may be required.

Skill Level: 1

Specialisations:

Airconditioning Engineer

Building Services Engineer

Heating and Ventilation Engineer

### **233513 PRODUCTION OR PLANT ENGINEER**

Plans, directs and coordinates the design, construction, modification, continued performance and maintenance of equipment and machines in industrial plants, and the management and planning of manufacturing activities. Registration or licensing may be required.

Skill Level: 1

Specialisation:

Automation and Control Engineer

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### UNIT GROUP 2336 MINING ENGINEERS

MINING ENGINEERS plan and direct the engineering aspects of locating and extracting minerals, petroleum and natural gas from the earth.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### Tasks Include:

- conducting preliminary surveys of mineral, petroleum and natural gas deposits with prospectors, Geologists, Geophysicists, other mineral scientists and other engineers to determine the resources present, the feasibility of extracting the reserves, and the design and development of the extraction process
- preparing operation and project cost estimates and production schedules, and reporting progress, production and costs compared to budget
- determining the most suitable methods of ore extraction taking account of such factors as depth of

- overburden, and attitude and physical characteristics of deposits and surrounding strata
- preparing plans for tunnels and chambers, location and construction of mine shafts, layout of mine development and the application of appropriate mining techniques, often using computer modelling
- assessing the natural, technical, financial and safety risks associated with the phases of the project development, construction and operations
- determining the safety of processes, order of extraction and safety of mine walls, evaluating the risk of slippage and advising on the prevention of slippage and rock falls
- planning and coordinating the utilisation of labour and equipment consistent with efficiency targets, statutes, safety guidelines and environmental conditions
- planning and conducting research and providing advice on engineering operations for the exploration, location and extraction of petroleum and natural gas
- determining location for drilling
- deciding on types of derrick and equipment including seabed platforms
- devising methods of controlling the flow of oil and gas from wells

### **Occupations:**

233611 Mining Engineer (excluding Petroleum)

233612 Petroleum Engineer

### **233611 MINING ENGINEER (EXCLUDING PETROLEUM)**

Plans and directs the engineering aspects of locating and extracting minerals from the earth. Registration or licensing may be required.

Skill Level: 1

Specialisation:

Process Engineer (Mining)

### **233612 PETROLEUM ENGINEER**

Plans and directs the engineering aspects of locating and extracting petroleum or natural gas from the earth. Registration or licensing may be required.

Skill Level: 1

Specialisations:

Mud Engineer

Petrophysical Engineer

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### UNIT GROUP 2339 OTHER ENGINEERING PROFESSIONALS

This unit group covers Engineering Professionals not elsewhere classified. It includes Aeronautical Engineers, Agricultural Engineers, Biomedical Engineers, Engineering Technologists, Environmental Engineers and Naval Architects (Aus) / Marine Designers (NZ).

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### Occupations:

233911 Aeronautical Engineer  
233912 Agricultural Engineer  
233913 Biomedical Engineer  
233914 Engineering Technologist  
233915 Environmental Engineer

233916 Naval Architect (Aus) / Marine Designer (NZ)

233999 Engineering Professionals nec

### **233911 AERONAUTICAL ENGINEER**

Performs and supervises engineering work concerned with the design, development, manufacture, maintenance and modification of aircraft for flight. Registration or licensing may be required.

Skill Level: 1

Specialisations:

Aeronautical Engineering Officer (Navy)

Aerospace Engineer

Aerospace Engineer Officer - Aeronautical (Air Force)

Aerospace Engineer Officer - Armament (Air Force)

Aerospace Engineer Officer - Electronics (Air Force)

Avionics Systems Engineer

Weapons Aeronautical Engineering Officer (Navy)

### **233912 AGRICULTURAL ENGINEER**

Alternative Title:

Natural Resources Engineer

Performs and supervises engineering work related to the use and development of agricultural land, buildings, machines and equipment. Registration or licensing may be required.

Skill Level: 1

### **233913 BIOMEDICAL ENGINEER**

Applies knowledge and methodology of physics, engineering, mathematics, computing, physical chemistry and materials science to problems in biology and the treatment and prevention of human disease.

Registration or licensing may be required.

Skill Level: 1

Specialisations:

Bioengineer

Clinical Engineer

Medical Engineer

### **233914 ENGINEERING TECHNOLOGIST**

Analyses and modifies new and existing engineering technologies and applies them in the testing and implementation of engineering projects. Registration or licensing may be required.

Skill Level: 1

Specialisations:

Aeronautical Engineering Technologist  
Agricultural Engineering Technologist  
Biomedical Engineering Technologist  
Chemical Engineering Technologist  
Industrial Engineering Technologist  
Mining Engineering Technologist

### **233915 ENVIRONMENTAL ENGINEER**

Assesses the impact on air, water, soil and noise levels in the vicinity of engineering projects, plans and designs equipment and processes for the treatment and safe disposal of waste material, and assesses what may cause problems for the environment in the long-term. Registration or licensing is required.

Skill Level: 1

### **233916 NAVAL ARCHITECT (AUS) / MARINE DESIGNER (NZ)**

Designs and oversees the construction and repair of marine craft and floating structures. Registration or licensing may be required.

Skill Level: 1

### **233999 ENGINEERING PROFESSIONALS NEC**

This occupation group covers Engineering Professionals not elsewhere classified. Registration or licensing may be required.

Skill Level: 1

Occupations in this group include:

Acoustic Engineer  
Mechatronics Engineer  
Product Design Engineer



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### MINOR GROUP 234 NATURAL AND PHYSICAL SCIENCE PROFESSIONALS

NATURAL AND PHYSICAL SCIENCE PROFESSIONALS perform analytical, conceptual and practical tasks in relation to environmental factors and agricultural production, the chemical and physical properties of the universe, the extraction and processing of mineral ores, life forms including the physiology and biochemistry of humans, plants and animals, and disease prevention.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- advising farmers on techniques for improving crop and livestock production
- conducting experiments and tests to identify the chemical composition and reactive properties of natural substances and processed materials
- developing conservation and management policies for biological resources, such as fish populations and forests, and establishing standards and developing approaches for the control of pollution and the rehabilitation of areas disturbed by activities such as mining, timber felling and overgrazing
- conducting studies of minerals and the nature and formation of the earth's crust, and carrying out mineral

exploration

- studying the forms and structures of organs and tissues of the body by systematic observation, dissection and microscopic examination
- investigating the effects of environmental factors, such as rainfall, temperature, sunlight, soil, topography and disease, on plant and animal growth
- analysing samples of body tissue and fluids to develop techniques to aid in the diagnosis and treatment of diseases
- treating animals medically and surgically, and administering and prescribing drugs, analgesics, and general and local anaesthetics for animals
- conducting experiments to discover and develop industrial, medical and other practical applications of physics
- studying and applying chemical and metallurgical techniques for extracting and refining metallic materials from their ores and concentrates

This section contains the following subsection :

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[UNIT GROUP 2342 Chemists, and Food and Wine Scientists](#)

[UNIT GROUP 2343 Environmental Scientists](#)

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### UNIT GROUP 2341 AGRICULTURAL AND FORESTRY SCIENTISTS

AGRICULTURAL AND FORESTRY SCIENTISTS advise farmers, rural industries and government on aspects of farming, develop techniques for increasing productivity, and study and develop plans and policies for the management of forest areas.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- collecting and analysing data and samples of produce, feed, soil and other factors affecting production
- advising Farmers and Farm Managers on techniques for improving the production of crops and livestock, and alternative agricultural options
- advising farmers on issues such as livestock and crop disease, control of pests and weeds, soil improvement, animal husbandry and feeding programs
- studying the environmental factors affecting commercial crop production, pasture growth, animal breeding, and the growth and health of forest trees
- studying the effects of cultivation techniques, soils, insects and plant diseases on animal, crop and forest

- production
- developing procedures and techniques for solving agricultural problems and improving the efficiency of production
- managing forest resources to maximise their long-term commercial, recreational and environmental benefits for the community
- studying the propagation and culture of forest trees, methods for improving the growth of stock, and the effects of thinning on forest yields
- preparing plans for reforestation and devising efficient harvesting systems
- investigating, planning and implementing management procedures to cope with the effects of fires, floods, droughts, soil erosion, insect pests and diseases

### **Occupations:**

234111 Agricultural Consultant

234112 Agricultural Scientist

234113 Forester (Aus) / Forest Scientist (NZ)

### **234111 AGRICULTURAL CONSULTANT**

Alternative Title:

Agricultural Adviser

Advises farmers, agricultural businesses, rural industries and government on the production, processing and distribution of farm products.

Skill Level: 1

Specialisations:

Agricultural Extension Officer

Landcare Officer

### **234112 AGRICULTURAL SCIENTIST**

Studies commercial plants, animals and cultivation techniques to enhance the productivity of farms and agricultural industries.

Skill Level: 1

Specialisation:

Agronomist

### **234113 FORESTER (AUS) / FOREST SCIENTIST (NZ)**

Studies, develops and manages forest areas to maintain commercial and recreational uses, conserve flora and fauna, and protect against fire, pests and diseases.

Skill Level: 1

Specialisations:

Forestry Adviser  
Forestry Consultant

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### UNIT GROUP 2342 CHEMISTS, AND FOOD AND WINE SCIENTISTS

CHEMISTS, AND FOOD AND WINE SCIENTISTS study the chemical and physical properties of substances, develop and monitor chemical processes and production, develop new and improve existing food products, and plan and coordinate the production of wine and spirits.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of Wine Makers, at least five years of experience may substitute for the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- conducting experiments and tests to identify the chemical composition and reactive properties of natural substances and processed materials
- analysing and conducting research to develop theories, techniques and processes, and testing the reliability of outcomes under different conditions
- developing practical applications of experimental and research findings
- testing food products for flavour, colour, taste, texture and nutritional content
- advising on preserving, processing, packaging, storing and delivering foods

- developing quality control procedures and safety standards for the manufacture of food products
- examining grape samples to assess ripeness, sugar and acid content, and determining suitability for processing
- coordinating winemaking processes, directing workers in testing and crushing grapes, fermenting juices, and fortifying, clarifying, maturing and finishing wines
- blending wines according to formulae and knowledge of winemaking techniques

#### **Occupations:**

234211 Chemist

234212 Food Technologist

234213 Wine Maker

#### **234211 CHEMIST**

Studies the chemical and physical properties of substances, and develops and monitors chemical processes and production.

Skill Level: 1

Specialisations:

Analytical Chemist

Industrial Chemist

#### **234212 FOOD TECHNOLOGIST**

Alternative Title:

Food Scientist

Develops new and improves existing food products, and sets standards for producing, packaging and marketing food.

Skill Level: 1

#### **234213 WINE MAKER**

Alternative Title:

Oenologist

Plans, supervises and coordinates the production of wine or spirits from selected varieties of grapes.



Skill Level: 1

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### UNIT GROUP 2343 ENVIRONMENTAL SCIENTISTS

ENVIRONMENTAL SCIENTISTS study, develop, implement and advise on policies and plans for managing and protecting the environment, flora, fauna and other natural resources.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- evaluating habitat, wildlife and fisheries needs, and formulating short- and long-term management goals and objectives
- enforcing laws and regulations to conserve and protect fish and wildlife
- carrying out environmental impact assessments for a wide range of development projects
- proposing solutions to address negative environmental impact
- studying the effects of factors, such as terrain, altitude, climatic and environmental change, sources of nutrition, predators and the impacts of humans, on animal and plant life
- studying and analysing pollution, atmospheric conditions, demographic characteristics, ecology, mineral, soil and water samples

- developing conservation and management policies for biological resources, such as fish populations and forests, and establishing standards and developing approaches for the control of pollution and the rehabilitation of areas disturbed by activities such as mining, timber felling and overgrazing
- implementing policies and organising activities in designated parks and other areas to conserve and protect natural and cultural heritage
- participating in management planning by providing environmental information and making inventories of plants, animals and items of cultural and heritage significance

#### **Occupations:**

234311 Conservation Officer

234312 Environmental Consultant

234313 Environmental Research Scientist

234314 Park Ranger

234399 Environmental Scientists nec

#### **234311 CONSERVATION OFFICER**

Develops and implements programs and regulations for the protection of fish, wildlife and other natural resources.

Skill Level: 1

Specialisation:

Landcare Facilitator (Aus)

#### **234312 ENVIRONMENTAL CONSULTANT**

Alternative Titles:

Environmental Adviser

Environmental Auditor

Environmental Officer

Analyses and advises on policies guiding the design, implementation and modification of government or commercial environmental operations and programs.

Skill Level: 1

#### **234313 ENVIRONMENTAL RESEARCH SCIENTIST**

Alternative Title:

## Environmental Scientist

Studies and develops policies and plans for the control of factors which may produce pollution, imbalance in or degradation of the environment.

Skill Level: 1

Specialisations:

Air Pollution Analyst

Ecologist

Land Degradation Analyst

Water Quality Analyst

## **234314 PARK RANGER**

Assists in controlling a State or national park, scenic area, historic site, nature reserve, recreation area or conservation reserve in accordance with authorised policies and priorities.

Skill Level: 1

Specialisation:

Aboriginal and Torres Strait Islander Land and Sea Ranger (Aus)

## **234399 ENVIRONMENTAL SCIENTISTS NEC**

This occupation group covers Environmental Scientists not elsewhere classified.

Skill Level: 1

Occupations in this group include:

Environmental Educator

Soil Scientist

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### UNIT GROUP 2344 GEOLOGISTS, GEOPHYSICISTS AND HYDROGEOLOGISTS

GEOLOGISTS, GEOPHYSICISTS AND HYDROGEOLOGISTS study the composition, structure and other physical attributes of the earth, locate and advise on the extraction of minerals, petroleum and ground water, and detect, monitor and forecast seismic, magnetic, electrical, thermal and oceanographic activity. Geographers are excluded from this unit group. Geographers are included in Unit Group 2724 Social Professionals.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- conducting preliminary surveys of mineral, petroleum and natural gas deposits with prospectors, Mining Engineers, Metallurgists, and other mineral scientists and engineers
- preparing and supervising the production of laboratory reports and scientific papers
- conducting studies of the structure, nature and formation of the earth's crust and the minerals contained in

it

- studying and dating fossils and rock strata to develop knowledge of the evolution and biology of life forms, and to assess their commercial applications
- studying the effects of natural events, such as erosion, sedimentation, earthquakes and volcanic activity, on the formation of the earth's surface and sea beds
- carrying out exploration to determine the resources present by sampling, examining and analysing geological specimens, rock cores, cuttings and samples using optical, chemical, electronic and mechanical techniques
- conducting surveys of variations in the earth's gravitational and magnetic fields to determine its physical features
- investigating the propagation of seismic waves to determine the structure and stability of the earth's mantle and crust
- studying the causes of earthquakes and other stress states of the earth's crust
- performing laboratory and field studies, and aerial, ground and drill hole surveys

### **Occupations:**

234411 Geologist

234412 Geophysicist

234413 Hydrogeologist

### **234411 GEOLOGIST**

Studies the composition, structure and other physical attributes of the earth to increase scientific knowledge and to develop practical applications in fields such as mineral exploitation, civil engineering, environmental protection and rehabilitation of land after mining.

Skill Level: 1

Specialisations:

Marine Geologist

Palaeontologist

### **234412 GEOPHYSICIST**

Studies the composition, structure and other physical attributes of the earth, locates minerals, petroleum or ground water, and detects, monitors and forecasts seismic, magnetic, electrical, geothermal and oceanographic activity.

Skill Level: 1

Specialisations:

Oceanographer

Seismologist

## 234413 HYDROGEOLOGIST

Monitors, measures, analyses and describes the earth's surface and groundwater resources and many aspects of the water cycle, including human use of water resources.

Skill Level: 1

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### UNIT GROUP 2345 LIFE SCIENTISTS

LIFE SCIENTISTS examine the anatomy, physiology and biochemistry of humans, animals, plants and other living organisms to better understand how living organisms function and interact with each other and the environment in which they live.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- designing and conducting experiments, making observations and measurements, researching information, analysing data, preparing or supervising the preparation of laboratory reports and scientific papers, presenting findings at scientific meetings and conferences, and supervising the work of staff
- studying the forms and structures of bodily organs and tissues by systematic observation, dissection and microscopic examination
- investigating the chemical structure and function of living cells and their isolated components, organs and tissues in humans, animals, plants, and micro-organisms
- examining micro-organisms, such as bacteria, fungi, yeast and their enzymes, and using the knowledge

- gained to create and develop new, and improve existing, products, materials and processes
- investigating the effects of environmental factors, such as rainfall, temperature, sunlight, soil, topography and disease, on plant growth
- planning and undertaking experiments to study, measure and understand marine animals and plants
- studying the growth and characteristics of micro-organisms, such as bacteria, algae and fungi, and the effects they have on plants, animals and humans to develop medical, veterinary, industrial, environmental and other practical applications
- investigating the interrelationships between animals in their natural surroundings, in captivity and in laboratories

**Occupations:**

234511 Life Scientist (General)

234513 Biochemist

234514 Biotechnologist

234515 Botanist

234516 Marine Biologist

234517 Microbiologist

234518 Zoologist

234599 Life Scientists nec

**234511 LIFE SCIENTIST (GENERAL)**

Alternative Title:

Biologist (General)

Studies the origin, anatomy, physiology, reproduction and behaviour of living organisms and the ways in which they interact with the environment in which they live.

Skill Level: 1

**234513 BIOCHEMIST**

Studies the biochemistry of living organisms and the molecular structure and function of related components.

Skill Level: 1

Specialisations:

Enzyme Chemist

Protein Chemist

**234514 BIOTECHNOLOGIST**

Studies the anatomy, physiology and characteristics of living organisms and isolated biological molecules, and develops new materials for applying to a range of purposes.

Skill Level: 1

Specialisations:

Cell Geneticist  
Molecular Biologist  
Molecular Geneticist

### **234515 BOTANIST**

Studies the anatomy, physiology, biochemistry and ecology of plants.

Skill Level: 1

Specialisations:

Plant Pathologist  
Plant Physiologist  
Plant Taxonomist

### **234516 MARINE BIOLOGIST**

Studies the anatomy, physiology, functions, characteristics, behaviour and environments of all forms of life living in the sea and connected water bodies.

Skill Level: 1

### **234517 MICROBIOLOGIST**

Studies microscopic forms of life such as bacteria, viruses and protozoa.

Skill Level: 1

Specialisation:

Bacteriologist (Non-medical)

### **234518 ZOOLOGIST**

Studies the anatomy, physiology, characteristics, ecology, behaviour and environments of animals.

Skill Level: 1

Specialisations:

Entomologist

Mammalogist

Ornithologist

### **234599 LIFE SCIENTISTS NEC**

This occupation group covers Life Scientists not elsewhere classified.

Skill Level: 1

Occupations in this group include:

Anatomist

Animal Behaviourist

Neuroscientist

Parasitologist

Pharmacologist (Non-clinical)

Physiologist

Toxicologist

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### UNIT GROUP 2346 MEDICAL LABORATORY SCIENTISTS

MEDICAL LABORATORY SCIENTISTS conduct medical laboratory tests to assist in the diagnosis, treatment and prevention of disease.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- preparing tissue sections for microscopic examination
- examining and analysing samples to study the effects of microbial infections
- analysing samples of body tissue and fluids to develop techniques to aid in the diagnosis and treatment of diseases
- advising Medical Practitioners on the interpretation of tests and methods for use in the diagnosis and treatment of disease
- setting up the steps and rules of laboratory medical testing
- operating and maintaining laboratory equipment
- maintaining laboratory quality assurance and safety standards

- preparing scientific papers and reports
- studies the formation, early growth and development of living organisms

**Occupation:**

234611 Medical Laboratory Scientist

**234611 MEDICAL LABORATORY SCIENTIST**

Alternative Titles:

Hospital Scientist  
Medical Scientific Officer

Conducts medical laboratory tests to assist in the diagnosis, treatment and prevention of disease.  
Skill Level: 1

Specialisation:

IVF Embryologist

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### UNIT GROUP 2347 VETERINARIANS

VETERINARIANS diagnose, treat and prevent animal diseases, ailments and injuries.

#### **Indicative Skill Level:**

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

#### **Tasks Include:**

- treating animals medically and surgically, and administering and prescribing drugs, analgesics, and general and local anaesthetics
- determining the presence and nature of abnormal conditions by physical examination, laboratory testing and through diagnostic imaging techniques including radiography and ultrasound
- performing surgery, dressing wounds and setting broken bones
- rendering obstetric services to animals
- participating in programs designed to prevent the occurrence and spread of animal diseases
- inoculating animals against, and testing for, infectious diseases and notifying authorities of outbreaks of infectious animal diseases

- performing autopsies to determine cause of death
- advising clients on health, nutrition and feeding, hygiene, breeding and care of animals
- may provide professional services to commercial firms producing biological and pharmaceutical products
- may specialise in the treatment of a particular animal group or in a particular specialty area such as cardiology, chiropractic, dermatology or critical care

**Occupation:**

234711 Veterinarian

**234711 VETERINARIAN**

Alternative Title:

Veterinary Surgeon

Diagnoses, treats and prevents animal diseases, ailments and injuries. Registration or licensing is required.

Skill Level: 1

Specialisations:

Veterinary Parasitologist

Veterinary Pathologist

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### UNIT GROUP 2349 OTHER NATURAL AND PHYSICAL SCIENCE PROFESSIONALS

This unit group covers Natural and Physical Science Professionals not elsewhere classified. It includes Conservators, Metallurgists, Meteorologists and Physicists.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of Conservators, at least five years of relevant experience may substitute for the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### Occupations:

234911 Conservator  
234912 Metallurgist  
234913 Meteorologist  
234914 Physicist  
234915 Exercise Physiologist

### **234911 CONSERVATOR**

Plans and organises the conservation of materials and objects in libraries, archives, museums, art galleries and other institutions.

Skill Level: 1

Specialisation:

Art Conservator

### **234912 METALLURGIST**

Researches, develops, controls and provides advice on processes used in extracting metals from their ores, and processes used for casting, alloying, heat treating or welding refined metals, alloys and other materials to produce commercial metal products or develop new alloys and processes. Registration or licensing may be required.

Skill Level: 1

Specialisations:

Hydrometallurgical Engineer

Metallographer

Pyrometallurgical Engineer

Radiological Metallurgist

### **234913 METEOROLOGIST**

Studies the physics and dynamics of the atmosphere to increase understanding of weather and climate, and to forecast changes in the weather and long-term climatic trends.

Skill Level: 1

Specialisations:

Climatologist

Weather Forecaster

### **234914 PHYSICIST**

Studies matter, space, time, energy, forces and fields and the interrelationship between these physical

phenomena to further understanding of the laws governing the behaviour of the universe, and seeks to apply these laws to solve practical problems and discover new information about the earth and the universe.

Skill Level: 1

Specialisations:

Astronomer

Medical Physicist

### **234915 EXERCISE PHYSIOLOGIST**

Assesses, plans and implements exercise programs for preventing and managing chronic diseases and injuries, such as cardiovascular disease, diabetes, osteoporosis, depression, cancer and arthritis, and assists in restoring optimal physical function, health and wellness.

Skill Level: 1

### **234999 NATURAL AND PHYSICAL SCIENCE PROFESSIONALS NEC**

This occupation group covers Natural and Physical Science Professionals not elsewhere classified.

Skill Level: 1

Occupations in this group include:

Materials Scientist

Metrologist

Polymer Scientist

Respiratory Scientist

Sleep Scientist

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### SUB-MAJOR GROUP 24 EDUCATION PROFESSIONALS

EDUCATION PROFESSIONALS educate students in early childhood (pre-primary), primary, middle or intermediate, secondary, tertiary, private and special education institutions by teaching one or more subjects; research and develop curricula and teaching materials; and promote students' social, emotional, intellectual and physical development.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this sub-major group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- delivering prescribed courses of study
- monitoring and assessing the progress of individual students
- attending to the social, emotional, intellectual and physical wellbeing of students and maintaining acceptable standards of conduct
- discussing individual progress, courses, academic matters and problems with other professionals, parents and students
- providing tuition in specialised subjects such as art, music, dance and drama

- preparing and presenting theoretical and practical subject matter in lectures, tutorials and workshop sessions
- conducting research and advising on particular areas of the education process, curriculum coordination and design

This section contains the following subsection :

[MINOR GROUP 241 School Teachers](#)

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### MINOR GROUP 241 SCHOOL TEACHERS

SCHOOL TEACHERS educate students in early childhood (pre-primary), primary, middle or intermediate, secondary and special institutions by teaching a range of subjects within a prescribed curriculum, and promote students' social, emotional, intellectual and physical development.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- selecting, preparing and presenting courses, teaching materials and lessons suited to the abilities of the students
- correcting and assessing students' work
- attending to the social, emotional, intellectual and physical wellbeing of students and maintaining acceptable standards of behaviour
- assessing the abilities and level of achievement of students through direct observation and administering tests
- discussing individual progress and problems with other professionals, parents and students

- performing extra-curricular tasks such as assisting with sport, school concerts, excursions and special interest programs
- supervising student teachers on placement
- maintaining attendance and scholastic records, and school discipline

This section contains the following subsection :

[UNIT GROUP 2411 Early Childhood \(Pre-primary School\) Teachers](#)

[UNIT GROUP 2412 Primary School Teachers](#)

[UNIT GROUP 2413 Middle School Teachers \(Aus\) or Intermediate School Teachers \(NZ\)](#)

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UNIT GROUP 2411 Early Childhood (Pre-primary School) Teachers

### UNIT GROUP 2411 EARLY CHILDHOOD (PRE-PRIMARY SCHOOL) TEACHERS

EARLY CHILDHOOD (PRE-PRIMARY SCHOOL) TEACHERS teach the basics of numeracy, literacy, music, art and literature to early childhood (pre-primary) students and promote students' social, emotional, intellectual and physical development.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### Tasks Include:

- planning and structuring learning in both indoor and outdoor environments using a variety of materials and equipment to facilitate students' development
- providing a variety of experiences and activities to develop motor skills, cooperative social skills, confidence and understanding
- promoting language development through story telling, role play, songs, rhymes and informal discussions held individually and within groups

observing students to evaluate progress and to detect signs of ill health, emotional disturbance and other disabilities

- observing nutritional health, welfare and safety needs of students and identifying factors which may impede students' progress
- discussing students' progress with parents
- attending parent interviews, and staff and committee meetings
- participating in community and family support programs as appropriate
- supervising student teachers on placement

### **Occupations:**

241111 Early Childhood (Pre-primary School) Teacher

241112 Kaiako Kohanga Reo (Maori Language Nest Teacher)

### **241111 EARLY CHILDHOOD (PRE-PRIMARY SCHOOL) TEACHER**

Alternative Title:

Kindergarten Teacher

Plans, organises and conducts activities to help pre-primary school students to develop a wide variety of skills including speech, reading, writing, motor skills and social interaction. Registration or licensing is required.

Skill Level: 1

Specialisation:

Preschool Director

### **241112 KAIAKO KOHANGA REO (MAORI LANGUAGE NEST TEACHER)**

Works with whanau (family) to care for young children in a Kohanga Reo (Maori language nest) and helps them understand Maori language and customs.

Skill Level: 1

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UNIT GROUP 2412 Primary School Teachers

### UNIT GROUP 2412 PRIMARY SCHOOL TEACHERS

PRIMARY SCHOOL TEACHERS teach a range of subjects within a prescribed curriculum to primary school students and promote students' social, emotional, intellectual and physical development.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### Tasks Include:

- teaching literacy, numeracy, social science, creative expression and physical education skills to primary school students
- presenting prescribed curriculum using a range of teaching techniques and materials
- developing students' interests, abilities and coordination by way of creative activities
- guiding discussions and supervising work in class
- preparing, administering and marking tests, projects and assignments to evaluate students' progress and recording the results

discussing individual progress and problems with students and parents, and seeking advice from Student Counsellors and senior teachers

- maintaining discipline in classrooms and other school areas
- participating in staff meetings, educational conferences and workshops
- liaising with parent, community and business groups
- maintaining class and scholastic records
- performing extra-curricular tasks such as assisting with sport, school concerts, excursions and special interest programs
- supervising student teachers on placement

**Occupations:**

241211 Kaiako Kura Kaupapa Maori (Maori-medium Primary School Teacher)

241212 Pouako Kura Kaupapa Maori (Maori-medium Primary School Senior Teacher)

241213 Primary School Teacher

**241211 KAIAKO KURA KAUPAPA MAORI (MAORI-MEDIUM PRIMARY SCHOOL TEACHER)**

Teaches and coordinates curriculum activities in the Maori language for children at primary school level.

Skill Level: 1

**241212 POUAKO KURA KAUPAPA MAORI (MAORI-MEDIUM PRIMARY SCHOOL SENIOR TEACHER)**

Teaches and coordinates curriculum activities in the Maori language for students at primary school level. This is a senior level teaching position.

Skill Level: 1

**241213 PRIMARY SCHOOL TEACHER**

Teaches and coordinates a range of subjects within a prescribed curriculum to primary school students. Registration or licensing is required.

Skill Level: 1

Specialisation:

Primary School Teacher-Librarian

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UNIT GROUP 2413 Middle School Teachers (Aus) or Intermediate School Teachers (NZ)

### UNIT GROUP 2413 MIDDLE SCHOOL TEACHERS (AUS) \ INTERMEDIATE SCHOOL TEACHERS (NZ)

MIDDLE SCHOOL TEACHERS (AUS) / INTERMEDIATE SCHOOL TEACHERS (NZ) teach one or more subjects within a prescribed curriculum to middle school or intermediate school students and promote students' social, emotional, intellectual and physical development.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

#### Tasks Include:

- presenting prescribed curriculum using a range of teaching techniques and materials
- developing students' interests, abilities and coordination by way of creative activities
- guiding discussions and supervising work in class
- preparing, administering and marking tests, projects and assignments to evaluate students' progress and recording the results

- discussing individual progress and problems with students and parents, and seeking advice from Student Counsellors and senior teachers
- maintaining discipline in classrooms and other school areas
- participating in staff meetings, educational conferences and workshops
- liaising with parent, community and business groups
- maintaining class and scholastic records
- performing extra-curricular tasks such as assisting with sport, school concerts, excursions and special interest programs
- supervising student teachers on placement

**Occupation:**

241311 Middle School Teacher (Aus) \ Intermediate School Teacher (NZ)

**241311 MIDDLE SCHOOL TEACHER (AUS) \ INTERMEDIATE SCHOOL TEACHER (NZ)**

Teaches one or more subjects within a prescribed curriculum to middle school or intermediate school students and promotes students' social, emotional, intellectual and physical development. Registration or licensing is required.

Skill Level: 1

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UNIT GROUP 2414 Secondary School Teachers

### UNIT GROUP 2414 SECONDARY SCHOOL TEACHERS

SECONDARY SCHOOL TEACHERS teach one or more subjects within a prescribed curriculum to secondary school students and promote students' social, emotional, intellectual and physical development.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

#### Tasks Include:

- presenting prescribed curriculum using a range of teaching techniques and materials
- developing students' interests, abilities and coordination by way of creative activities
- guiding discussions and supervising work in class
- preparing, administering and marking tests, projects and assignments to evaluate students' progress and recording the results
- discussing individual progress and problems with students and parents, and seeking advice from Student Counsellors and senior teachers

- maintaining discipline in classrooms and other school areas
- participating in staff meetings, educational conferences and workshops
- liaising with parent, community and business groups
- maintaining class and scholastic records
- performing extra-curricular tasks such as assisting with sport, school concerts, excursions and special interest programs
- supervising student teachers on placement

**Occupation:**

241411 Secondary School Teacher

**241411 SECONDARY SCHOOL TEACHER**

Teaches one or more subjects within a prescribed curriculum to secondary school students and promotes students' social, emotional, intellectual and physical development. Registration or licensing is required.

Skill Level: 1

Specialisations:

Kaiako Kura Tuarua (NZ)  
Secondary School Teacher-Librarian

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UNIT GROUP 2415 Special Education Teachers

### UNIT GROUP 2415 SPECIAL EDUCATION TEACHERS

SPECIAL EDUCATION TEACHERS teach primary, middle or intermediate, and secondary school students with learning difficulties, hearing impairment and sight impairment, and promote students' social, emotional, intellectual and physical development.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

#### Tasks Include:

- assessing students' abilities and limitations with regard to intellectual, physical, social and emotional disabilities, exceptional intellectual gifts, or specific problems of language and culture
- planning, organising and implementing special programs to provide remedial or advanced tuition
- administering various forms of assessment and interpreting the results
- teaching basic academic subjects, and practical and self-help skills to hearing and sight impaired students
- devising instructional materials, methods and aids to assist in training and rehabilitation

advising, instructing and counselling parents and teachers on the availability and use of special techniques

- stimulating and developing interests, abilities, manual skills and coordination
- conferring with other staff members to plan and schedule lessons for special needs students
- preparing and maintaining student data and other records and submitting reports

**Occupations:**

241511 Special Needs Teacher

241512 Teacher of the Hearing Impaired

241513 Teacher of the Sight Impaired

241599 Special Education Teachers nec

**241511 SPECIAL NEEDS TEACHER**

Teaches academic and living skills to primary, middle or intermediate, and secondary school students with particular learning difficulties using various techniques, and promotes students' social, emotional, intellectual and physical development. Registration or licensing is required.

Skill Level: 1

Specialisations:

Behaviour Support Teacher

Remedial Teacher

Teacher of Gifted Students

**241512 TEACHER OF THE HEARING IMPAIRED**

Teaches academic and living skills to hearing impaired students, and promotes students' social, emotional, intellectual and physical development. Registration or licensing is required.

Skill Level: 1

**241513 TEACHER OF THE SIGHT IMPAIRED**

Teaches academic and living skills to sight impaired students, and promotes students' social, emotional, intellectual and physical development. Registration or licensing is required.

Skill Level: 1

**241599 SPECIAL EDUCATION TEACHERS NEC**

This occupation group covers Special Education Teachers not elsewhere classified. Registration or licensing is required.

Skill Level: 1

Occupations in this group include:

Aboriginal Education Teacher (Aus)

Distance Education Teacher (Aus) / Correspondence School Teacher (NZ)

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### MINOR GROUP 242 TERTIARY EDUCATION TEACHERS

TERTIARY EDUCATION TEACHERS educate tertiary students in one or more subjects within a prescribed course of study at universities, polytechnics, technical and further education (TAFE) institutes and other vocational training providers, and teach adult and community education courses.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- preparing and delivering lectures to tertiary students in one or more subjects within a prescribed course of study
- conducting tutorials, seminars, and laboratory sessions
- preparing and marking essays, assignments and examinations
- participating in course development and in meetings on departmental, budgetary, curriculum and policy matters
- attending conferences and seminars, and conducting research into a particular field of knowledge

- providing feedback to students on progress and advising students on courses and related matters
- consulting with Education Managers, Librarians, Student Counsellors and other support staff

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### UNIT GROUP 2421 UNIVERSITY LECTURERS AND TUTORS

UNIVERSITY LECTURERS AND TUTORS prepare and deliver lectures and conduct tutorials in one or more subjects within a prescribed course of study at a university and conduct research in a particular field of knowledge.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### Tasks Include:

- preparing and delivering lectures, and conducting tutorials, seminars and laboratory sessions
- preparing and marking essays, assignments and examinations
- advising students on academic and related matters
- attending departmental and faculty meetings, conferences and seminars
- supervising work programs of postgraduate and honours students and tutorial staff
- participating in setting course and degree requirements, curriculum revision and academic planning



- serving on council, senate, faculty and other committees and professorial boards
- conducting research and undertaking consultancies in a particular field of knowledge
- stimulating and guiding class discussions
- compiling bibliographies of specialised materials for reading assignments

### Occupations:

242111 University Lecturer

242112 University Tutor

### 242111 UNIVERSITY LECTURER

Lectures students and conducts tutorials in one or more subjects within a prescribed course of study at a university and conducts research in a particular field of knowledge. Registration or licensing may be required.

Skill Level: 1

### 242112 UNIVERSITY TUTOR

Conducts tutorials in one or more subjects within a prescribed course of study at a university. Registration or licensing may be required.

Skill Level: 1

Specialisation:

University Demonstrator

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### UNIT GROUP 2422 VOCATIONAL EDUCATION TEACHERS (AUS) \ POLYTECHNIC TEACHERS (NZ)

VOCATIONAL EDUCATION TEACHERS (AUS) / POLYTECHNIC TEACHERS (NZ) teach one or more subjects within a prescribed course of study at technical and further education (TAFE) institutes, polytechnics and other training institutes to tertiary students for vocational education and training purposes.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification or a postgraduate diploma in adult education. In some instances relevant industry and vocational education experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- identifying the various needs of students and creating effective learning options to meet these needs
- liaising with individuals, industry and education sectors to ensure provision of relevant programs and services
- planning, designing and developing course curriculum and method of instruction
- advising students on courses and related matters

teaching students using teaching aids including presentation of lesson materials, discussions, workshops, laboratory sessions, multimedia aids and computer tutorials

- marking and grading students' assignments, papers and exams and providing feedback to students about their progress
- maintaining records of students' progress, attendance and training activities
- consulting with Education Managers, Librarians, Student Counsellors and other support staff

**Occupation:**

242211 Vocational Education Teacher (Aus) / Polytechnic Teacher (NZ)

**242211 VOCATIONAL EDUCATION TEACHER (AUS) \ POLYTECHNIC TEACHER (NZ)**

Teaches one or more subjects within a prescribed course of study at a technical and further education (TAFE) institute, polytechnic or other training institute to tertiary students for vocational education and training purposes.

Skill Level: 1

**Specialisations:**

Adult Education Teacher  
TAFE Lecturer  
TAFE Teacher  
Workplace Trainer and Assessor

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### MINOR GROUP 249 MISCELLANEOUS EDUCATION PROFESSIONALS

This minor group covers Education Professionals not elsewhere classified. It includes Education Advisers and Reviewers, Private Tutors and Teachers, and Teachers of English to Speakers of Other Languages.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

This section contains the following subsection :

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### UNIT GROUP 2491 EDUCATION ADVISERS AND REVIEWERS

EDUCATION ADVISERS AND REVIEWERS conduct educational research, develop course curricula and associated teaching materials for use by educational institutions, and review and examine the work of teachers and the results from curriculum programs in school settings.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- consulting with teachers, principals and administrative officials of educational institutions to coordinate educational programs and provide advice
- identifying and evaluating developments in education by conducting research into educational systems
- serving on committees to identify present and future needs within the educational system, and planning, developing and modifying facilities and programs
- documenting subjects and courses developed, and evaluating new courses
- organising and conducting workshops and conferences to train teachers in new programs and methods
- applying knowledge of learning processes and school structures to develop operational and training programs, and submitting them for decision and funding

- visiting schools and observing teachers in the classroom, noting pupil response, motivation and teaching techniques
- discussing programs, records and teachers with School Principals to record academic performance of schools, welfare of pupils and performance of individual teachers
- making suggestions to government officials about improvements to educational facilities, equipment, buildings and staff to ensure continued standards of education

**Occupations:**

249111 Education Adviser

249112 Education Reviewer

**249111 EDUCATION ADVISER**

Conducts educational research and develops course curricula and associated teaching materials for use by educational institutions.

Skill Level: 1

Specialisations:

Curriculum Advisory Teacher

Education Officer

Home-School Liaison Officer

Preschool Adviser

**249112 EDUCATION REVIEWER**

Reviews and examines the work of teachers in classrooms and schools, and observes the results of the application of curriculum programs in primary, middle or intermediate school, or secondary educational institutions.

Skill Level: 1

Specialisation:

School Inspector

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### UNIT GROUP 2492 PRIVATE TUTORS AND TEACHERS

PRIVATE TUTORS AND TEACHERS teach students in the practice, theory and performance of subjects, such as art, dance, drama and music, in private training establishments.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- planning programs of study for individual students and groups
- preparing and presenting material on the theory of the subject area
- instructing and demonstrating practical aspects of the subject area
- assigning problems and exercises relative to students' training needs and talents
- assessing students and offering advice, criticism and encouragement
- revising curricula, course content, course materials and methods of instruction
- preparing students for examinations, performance and assessments
- keeping abreast of developments in the subject area by attending professional conferences, seminars and

- courses, reading current literature, and talking with colleagues
- may arrange visits and tours to professional exhibitions and performances
- may organise for exhibitions or performances of students' work

**Occupations:**

249211 Art Teacher (Private Tuition)  
249212 Dance Teacher (Private Tuition)  
249213 Drama Teacher (Private Tuition)  
249214 Music Teacher (Private Tuition)  
249299 Private Tutors and Teachers nec

**249211 ART TEACHER (PRIVATE TUITION)**

Teaches students in the practice and theory of art in private training establishments.

Skill Level: 1

**249212 DANCE TEACHER (PRIVATE TUITION)**

Teaches students in the practice, theory and performance of dance in private training establishments.

Skill Level: 1

Specialisation:

Ballet Teacher (Private Tuition)

**249213 DRAMA TEACHER (PRIVATE TUITION)**

Teaches students in the practice, theory and performance of drama in private training establishments.

Skill Level: 1

Specialisation:

Elocution Teacher

**249214 MUSIC TEACHER (PRIVATE TUITION)**

Teaches students in the practice, theory and performance of music in private training establishments.

Skill Level: 1

Specialisation:

Singing Teacher (Private Tuition)

## **249299 PRIVATE TUTORS AND TEACHERS NEC**

This occupation group covers Private Tutors and Teachers not elsewhere classified.

Skill Level: 1

Occupations in this group include:

Language Tutor (Private Tuition)

Maths Tutor (Private Tuition)

Dressmaking Teacher (Private Tuition)

Handicrafts Teacher (Private Tuition)

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### UNIT GROUP 2493 TEACHERS OF ENGLISH TO SPEAKERS OF OTHER LANGUAGES

TEACHERS OF ENGLISH TO SPEAKERS OF OTHER LANGUAGES teach classes in English to students whose first language is a language other than English.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- assessing the extent of language difficulties in students for whom English is a second language
- teaching students individually and in small groups out of the regular classroom, and assisting students within normal classroom settings
- teaching students English language skills using a variety of methods including lecture and visual demonstration
- providing assistance to other classroom teachers by designing special teaching programs for students with English language difficulties
- designing and producing teaching materials and adapting existing materials
- preparing course outlines and goals
- assigning lessons, correcting homework, and preparing and grading exams

- analysing, recording and reporting progress to regular classroom teachers, parents and students

**Occupation:**

249311 Teacher of English to Speakers of Other Languages

**249311 TEACHER OF ENGLISH TO SPEAKERS OF OTHER LANGUAGES**

Alternative Title:

English as a Second Language Teacher

Teaches classes in English to students whose first language is a language other than English.

Skill Level: 1

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### SUB-MAJOR GROUP 25 HEALTH PROFESSIONALS

HEALTH PROFESSIONALS develop health care programs and policies, conduct tests and diagnose and treat physical and physiological disorders, and provide nursing care, advice and counselling to patients to maintain, promote and restore good health and safe and healthy working environments.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this sub-major group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- examining patients to establish the nature of their complaint and performing or ordering diagnostic procedures
- selecting and administering appropriate treatment, medication and therapy
- prescribing prosthetic and corrective devices
- providing remedial therapy, rehabilitation and nursing care
- advising on individual, community and population health measures and health promotion, and safe working environments

This section contains the following subsection :

[MINOR GROUP 251 Health Diagnostic and Promotion Professionals](#)

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### MINOR GROUP 251 HEALTH DIAGNOSTIC AND PROMOTION PROFESSIONALS

HEALTH DIAGNOSTIC AND PROMOTION PROFESSIONALS conduct diagnostic tests and operate equipment to assess illnesses, incapacities and disabilities, provide health advice and develop programs and policies which promote good health, safe and healthy working environments, and administer pharmaceuticals. Chiropractors and Osteopaths, Complementary Health Therapists, Dental Practitioners, Occupational Therapists, Physiotherapists, Podiatrists, and Speech Professionals and Audiologists are excluded from this minor group. They are included in Minor Group 252 Health Therapy Professionals.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- developing, implementing, reviewing, examining, testing and raising awareness of diets, menus and nutrition intervention programs, the nature and extent of vision problems, and patients' medicine therapy
- planning, implementing and reviewing strategies and procedures for safe, economic and suitable disposal



- of various wastes, and for safe work practices
- conducting research and assessing data relating to health and nutrition status of individuals, groups and communities, and to develop and improve pharmaceuticals, cosmetics and related chemical products
- producing images to assist Medical Practitioners diagnose patients' illnesses and diseases, and administering radiation treatment
- consulting with other Health Professionals, Chemists, Engineering Professionals and other professionals

This section contains the following subsection :

[UNIT GROUP 2511 Nutrition Professionals](#)

[UNIT GROUP 2512 Medical Imaging Professionals](#)

[UNIT GROUP 2513 Occupational and Environmental Health Professionals](#)

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### UNIT GROUP 2511 NUTRITION PROFESSIONALS

NUTRITION PROFESSIONALS apply the science of human nutrition to assist people to attain better health and to help prevent and treat various illnesses and diseases.

#### Indicative Skill Level:

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

Registration or licensing is required in New Zealand.

#### Tasks Include:

- planning diets and menus, and instructing people on the requirements and importance of diet and on the planning and preparation of food
- collecting, organising and assessing data relating to health and nutritional status of individuals, groups and communities
- interpreting and communicating scientific information and providing advice, education and professional opinion to individuals, groups and communities
- monitoring food intake and quality to provide nutritional care
- calculating nutritional values of food served

- planning, conducting and evaluating nutrition intervention programs and compiling educational material
- providing nutrition assessments, nutrition management, and nutrition education, research and training
- consulting with other Health Professionals and related workers to manage the dietary and nutritional needs of patients

### **Occupations:**

251111 Dietitian

251112 Nutritionist

### **251111 DIETITIAN**

Applies the science of human nutrition to help people understand the relationship between food and health and make appropriate dietary choices to attain and maintain health, and to prevent and treat illness and disease. Registration or licensing is required in New Zealand.

Skill Level: 1

### **251112 NUTRITIONIST**

Integrates, disseminates and applies knowledge drawn from the relevant sciences to enhance positive effects of food on the health and well-being of human populations.

Skill Level: 1

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### UNIT GROUP 2512 MEDICAL IMAGING PROFESSIONALS

MEDICAL IMAGING PROFESSIONALS operate X-ray and other radiation producing and imaging equipment for diagnostic, monitoring and treatment purposes under the direction of Radiologists and other Medical Practitioners.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### Tasks Include:

- receiving referrals from Medical Practitioners to perform medical imaging and radiation treatment of patients
- determining the appropriate equipment to use, such as X-ray equipment, radiation scanners, fluoroscopes, ultrasound equipment, nuclear instrumentation, angiography equipment and computed tomography (CT) equipment, and selecting the appropriate equipment settings to provide the diagnostic information requested by Medical Practitioners
- calculating details of procedures such as length and intensity of exposure to radiation, size and strength

- of dosage of isotopes, and settings of recording equipment
- explaining procedures to patients and answering patients' inquiries about processes
- ensuring patients' welfare during procedures
- positioning patients, screens and equipment preparatory to procedures
- viewing the screen and deciding if images are satisfactory for diagnostic purposes, and selecting images to show Medical Practitioners
- conveying findings of procedures to Medical Practitioners

### **Occupations:**

251211 Medical Diagnostic Radiographer

251212 Medical Radiation Therapist

251213 Nuclear Medicine Technologist

251214 Sonographer

### **251211 MEDICAL DIAGNOSTIC RADIOGRAPHER**

Alternative Title:

Medical Imaging Technologist

Operates X-ray and other medical imaging equipment to produce images for medical diagnostic purposes in conjunction with Diagnostic and Interventional Radiologists or other Medical Practitioners. Registration or licensing is required.

Skill Level: 1

Specialisation:

Magnetic Resonance Technologist

### **251212 MEDICAL RADIATION THERAPIST**

Operates high energy X-ray and other radiation and electron generating and monitoring equipment to administer radiation treatment for medical purposes in conjunction with Radiation Oncologists or other specialist Medical Practitioners. Registration or licensing is required.

Skill Level: 1

### **251213 NUCLEAR MEDICINE TECHNOLOGIST**

Performs or assists in performing diagnostic examinations using radionuclides and radiopharmaceuticals, and administers radionuclides and radiopharmaceuticals for therapeutic purposes under the direction of specialist

Medical Practitioners. Registration or licensing is required.

Skill Level: 1

## 251214 SONOGRAPHER

Alternative Title:

Ultrasonographer

Operates ultrasound equipment to acquire, interpret and selectively record anatomical images, physical data and real-time physiological information for medical diagnostic purposes in conjunction with Medical Practitioners.

Skill Level: 1

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### UNIT GROUP 2513 OCCUPATIONAL AND ENVIRONMENTAL HEALTH PROFESSIONALS

OCCUPATIONAL AND ENVIRONMENTAL HEALTH PROFESSIONALS develop, implement and evaluate policies and programs to monitor environmental health and occupational health and safety and related legislation to ensure safe and healthy working conditions, and assist injured staff through the workers' compensation and rehabilitation process.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### Tasks Include:

- developing, implementing and reviewing environmental health management plans and occupational health and safety plans
- preparing and implementing plans and strategies for the safe, economic and suitable disposal of commercial, industrial, medical and household wastes
- advising on and enforcing legislation, implementing prevention programs and strategies for communicable

diseases, food safety, waste water treatment and disposal systems, recreation and domestic water quality, contaminated and hazardous substances, and minimising air, sea, water and noise pollution to improve health outcomes

- identifying hazards, and assessing and controlling risks in the workplace
- developing, implementing and monitoring programs minimising workplace and environmental pollution involving chemical and physical hazards
- promoting ergonomic principles within the workplace such as matching furniture, equipment and work activities to the needs of employees
- inspecting and auditing workplaces, processes, plant, and chemical and physical hazards for legislative compliance
- training employees in personal protective equipment and safe working procedures
- recording and investigating injuries and equipment damage, and reporting safety performance
- coordinating the return of injured workers into the workplace

### **Occupations:**

251311 Environmental Health Officer

251312 Occupational Health and Safety Adviser

### **251311 ENVIRONMENTAL HEALTH OFFICER**

Develops, enforces and evaluates environmental health policies, programs and strategies to improve health outcomes, and oversees the implementation and monitoring of environmental health legislation. Registration or licensing may be required.

Skill Level: 1

Specialisations:

Food Safety Auditor

Food Safety Officer

### **251312 OCCUPATIONAL HEALTH AND SAFETY ADVISER**

Alternative Titles:

Occupational Health and Safety Coordinator

Occupational Health and Safety Officer

Develops, implements and evaluates risk management policies and programs, trains employees in occupational health and safety procedures, monitors and audits the workplace, and records and investigates incidents to ensure safe and healthy working conditions.

Skill Level: 1



Specialisations:

Occupational Hygienist  
Workplace Rehabilitation Officer

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### UNIT GROUP 2514 OPTOMETRISTS AND ORTHOPTISTS

OPTOMETRISTS AND ORTHOPTISTS perform eye examinations and vision tests, prescribe lenses, other optical aids and therapy, and diagnose and manage eye movement disorders and associated sensory problems.

#### Indicative Skill Level:

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### Tasks Include:

- examining patients' eyes and setting tests to determine the nature and extent of vision problems and abnormalities
- assessing ocular health and visual function by measuring visual acuity and refractive error, and testing the function of visual pathways, visual fields, eye movements, freedom of vision and intraocular pressure, and performing other tests using special eye test equipment
- detecting, diagnosing and managing eye disease, referring patients to, and receiving referrals from other health providers, and prescribing medications for the treatment of eye disease

- diagnosing eye movement disorders and defects of binocular function
- prescribing lenses, contact lenses and low vision aids, and checking suitability and comfort
- prescribing exercises to coordinate movement and focusing of eyes
- managing programs for eye movement disorders, and instructing and counselling patients in the use of corrective techniques and eye exercises
- advising on visual health matters such as contact lens care, vision care for the elderly, optics, visual ergonomics, and occupational and industrial eye safety
- conducting preventative screening programs
- conducting rehabilitation programs for the visually impaired

### **Occupations:**

251411 Optometrist

251412 Orthoptist

### **251411 OPTOMETRIST**

Performs eye examinations and vision tests to determine the presence of visual, ocular and other abnormalities, ocular diseases and systemic diseases with ocular manifestations, and prescribes lenses, other optical aids, therapy and medication to correct and manage vision problems and eye diseases. Registration or licensing is required.

Skill Level: 1

### **251412 ORTHOPTIST**

Diagnoses and manages eye movement disorders and associated sensory deficiencies. Registration or licensing may be required.

Skill Level: 1

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### UNIT GROUP 2515 PHARMACISTS

PHARMACISTS ensure safe and quality use of medicines, and optimise health outcomes by contributing to selecting, prescribing, monitoring and evaluating medicine therapy, and researching, testing and developing pharmaceuticals and medical products.

#### Indicative Skill Level:

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification and a one year traineeship (ANZSCO Skill Level 1).

Registration or licensing is required.

#### Tasks Include:

- receiving prescriptions, checking patients' medicine histories, and ensuring optimal dosage and methods of administration and drug compatibility before dispensing
- preparing or supervising the preparation and labelling of liquid medicines, ointments, powders, tablets and other medications to fill prescriptions
- advising prescribers on drug incompatibility and contra-indications
- reviewing and monitoring the medicine therapy of individual patients, and assessing the effectiveness of the total medicine therapy

- maintaining prescription files and recording issue of narcotics, poisons and habit-forming drugs
- storing and preserving vaccines, serums and other drugs subject to deterioration
- supplying non-prescription medicines, and diagnostic and therapeutic aids
- supervising and coordinating the work of Pharmacy Technicians, pharmacy interns and Pharmacy Sales Assistants
- conducting research to develop and improve pharmaceuticals, cosmetics and related chemical products
- conferring with Chemists, Engineering Professionals and other professionals about manufacturing techniques and ingredients
- testing and analysing drugs to determine their identity, purity and strength in relation to specified standards
- developing standards for drugs used in pharmaceuticals

### **Occupations:**

251511 Hospital Pharmacist

251512 Industrial Pharmacist

251513 Retail Pharmacist

### **251511 HOSPITAL PHARMACIST**

Prepares and dispenses pharmaceuticals, drugs and medicines in a hospital pharmacy. Registration or licensing is required.

Skill Level: 1

Specialisation:

Pharmaceutical Officer (Army)

### **251512 INDUSTRIAL PHARMACIST**

Undertakes research, testing and analysis related to the development, production, storage, quality control and distribution of drugs and related supplies. Registration or licensing is required.

Skill Level: 1

### **251513 RETAIL PHARMACIST**

Alternative Title:

Community Pharmacist

Dispenses prescribed pharmaceuticals to the public, educates customers on health promotion, disease

prevention and the proper use of medicines, and sells non-prescription medicines and related goods in a community pharmacy. Registration or licensing is required.

Skill Level: 1

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### UNIT GROUP 2519 OTHER HEALTH DIAGNOSTIC AND PROMOTION PROFESSIONALS

This unit group covers Health Diagnostic and Promotion Professionals not elsewhere classified. It includes Health Promotion Officers and Orthotists or Prosthetists.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### Occupations:

251911 Health Promotion Officer

251912 Orthotist or Prosthetist

251999 Health Diagnostic and Promotion Professionals nec

#### 251911 HEALTH PROMOTION OFFICER



Alternative Titles:

Community Health Worker  
Health Educator

Assists health and community groups to improve the health of individuals and the community by raising awareness of healthy lifestyles, disease and disability, and other health-related issues.

Skill Level: 1

Specialisations:

Asthma Educator  
Childbirth Educator  
Diabetes Educator

## **251912 ORTHOTIST OR PROSTHETIST**

Designs, builds, fits and repairs splints, braces, callipers, artificial limbs and related appliances to restore function or compensate for muscular and skeletal disabilities. Registration or licensing may be required.

Skill Level: 1

## **251999 HEALTH DIAGNOSTIC AND PROMOTION PROFESSIONALS NEC**

This occupation group covers Health Diagnostic and Promotion Professionals not elsewhere classified.

Skill Level: 1

Occupations in this group include:

Genetic Counsellor

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### MINOR GROUP 252 HEALTH THERAPY PROFESSIONALS

HEALTH THERAPY PROFESSIONALS assess, diagnose and treat illnesses and disabilities, and provide therapeutic services such as chiropractic, osteopathy, complementary health, dentistry, occupational therapy, physical therapy, podiatry, speech pathology and audiology.

Dietitians, Medical Imaging Professionals, Occupational and Environmental Health Professionals, Optometrists and Orthoptists, Pharmacists, Health Promotion Officers, and Orthotists or Prosthetists are excluded from this minor group. They are included in Minor Group 251 Health Diagnostic and Promotion Professionals.

#### Indicative Skill Level:

In Australia and New Zealand:

Occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- questioning, examining, observing and testing patients to identify and determine nature of disease, disorder, illness or problem
- designing, developing and implementing treatment plans to address patients' problems

- providing exercise, dietary, lifestyle and hygiene guidelines and advice, adaptive equipment and correctional aids
- recording patients' medical histories such as previous injuries, surgeries, general health and lifestyle
- evaluating and documenting patients' treatment response and progress

This section contains the following subsection :

[UNIT GROUP 2521 Chiropractors and Osteopaths](#)

[UNIT GROUP 2522 Complementary Health Therapists](#)

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### UNIT GROUP 2521 CHIROPRACTORS AND OSTEOPATHS

CHIROPRACTORS AND OSTEOPATHS diagnose and treat physiological and mechanical disorders of the locomotor system and tissue strain, stress and dysfunction that impede normal neural, vascular and biochemical mechanisms, and provide advice on preventing these disorders.

#### Indicative Skill Level:

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

#### Tasks Include:

- administering a variety of neurological, musculoskeletal and functional tests to identify and assess physical problems and ailments of patients
- planning and discussing effective management of patients' dysfunction
- designing, reviewing, monitoring, assessing and evaluating treatment programs
- assisting and improving the function of all body systems such as musculoskeletal, neurological, cardiovascular, respiratory, gastrointestinal, endocrine and genitourinary systems
- recording detailed patient medical histories, treatments delivered and the patients' responses and

- progress to treatments
- referring patients to specialists and liaising with other Health Professionals in relation to patients' problems, needs and progress
- educating patients, their partners, family and friends in therapeutic procedures, such as home exercises and lifestyle changes, to enhance patients' health and wellbeing

### **Occupations:**

252111 Chiropractor

252112 Osteopath

### **252111 CHIROPRACTOR**

Diagnoses and treats physiological and mechanical disorders of the human locomotor system, particularly neuromuscular skeletal disorders, and provides advice on preventing these disorders. Registration or licensing is required.

Skill Level: 1

### **252112 OSTEOPATH**

Diagnoses and treats tissue strains, stresses and dysfunctions which impede normal neural, vascular and biochemical mechanisms, and provides advice on preventing these disorders. Registration or licensing is required.

Skill Level: 1

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### UNIT GROUP 2522 COMPLEMENTARY HEALTH THERAPISTS

COMPLEMENTARY HEALTH THERAPISTS treat patients with physical, mental, spiritual and emotional needs by considering the whole person rather than focusing on specific symptoms and by using various therapies, techniques and practices.

#### Indicative Skill Level:

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### Tasks Include:

- assessing patients to determine the nature of the disorder, illness, problem or need by questioning, examining and observing
- developing and implementing treatment plans using applications such as acupuncture, homoeopathic and herbal medicine, and dance, drama, hypnotic and music therapies
- evaluating and documenting patients' progress through treatment plans
- providing dietary and lifestyle advice and guidelines
- prescribing natural medicines, such as herbal, mineral and animal extracts, to stimulate the body's

capacity for self-healing

**Occupations:**

252211 Acupuncturist

252212 Homoeopath

252213 Naturopath

252214 Traditional Chinese Medicine Practitioner

252215 Traditional Maori Health Practitioner

252299 Complementary Health Therapists nec

**252211 ACUPUNCTURIST**

Treats disorders and illnesses by stimulating the body's defence mechanisms through inserting fine needles into the skin. Registration or licensing may be required.

Skill Level: 1

**252212 HOMOEOPATH**

Treats the body's immune and defence systems by assessing the whole person and using minute amounts of natural remedies made from substances such as plants, minerals and animal sources. Registration or licensing may be required.

Skill Level: 1

**252213 NATUROPATH**

Treats internal health problems, metabolic disorders and imbalances through treatment of the whole person using natural therapies. Registration or licensing may be required.

Skill Level: 1

**252214 TRADITIONAL CHINESE MEDICINE PRACTITIONER**

Alternative Titles:

Chinese Medicine Practitioner

Oriental Medicine Practitioner

Treats imbalances of energy flows through the body by assessing the whole person and using techniques and methods such as acupuncture, Chinese herbal medicine, massage, diet, exercise and breathing therapy.



Registration or licensing may be required.

Skill Level: 1

Specialisation:

Chinese Herbalist

### **252215 TRADITIONAL MAORI HEALTH PRACTITIONER**

Diagnoses, assesses and treats patients in accordance with Tikanga Maori (Maori culture and custom) and with the participation of whanau (family).

Skill Level: 1

### **252299 COMPLEMENTARY HEALTH THERAPISTS NEC**

This occupation group covers Complementary Health Therapists not elsewhere classified.

Skill Level: 1

Occupations in this group include:

Dance Therapist

Drama Therapist

Hypnotherapist

Music Therapist

Play Therapist

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### UNIT GROUP 2523 DENTAL PRACTITIONERS

DENTAL PRACTITIONERS diagnose and treat dental disease, restore normal oral function using a broad range of treatments, such as surgery and other specialist techniques, and advise on oral health.

#### **Indicative Skill Level:**

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

#### **Tasks Include:**

- diagnosing dental diseases using a range of methods such as radiographs, salivary tests and medical histories
- providing preventative oral health care such as periodontal treatments, fluoride applications and oral health promotion
- providing restorative oral care such as implants, complex crown and bridge restorations, and orthodontics, and repairing damaged and decayed teeth
- providing oral surgical treatments such as biopsy of tissue and prescription of medication
- performing routine orthodontic treatment

- restoring oral function with removable and fixed oral prostheses
- assisting in diagnosing general diseases having oral manifestations such as diabetes
- educating patients to take care of their mouth and teeth
- leading a dental team which may comprise Dental Hygienists, Dental Therapists, Dental Assistants and other Dental Specialists

**Occupations:**

252311 Dental Specialist

252312 Dentist

**252311 DENTAL SPECIALIST**

Diagnoses and treats diseases, injuries, irregularities and malformations of teeth and associated structures in the mouth and jaw using surgery and other specialist techniques. Registration or licensing is required.

Skill Level: 1

Specialisations:

Endodontist

Oral and Maxillofacial Surgeon

Oral Pathologist

Orthodontist

Paedodontist

Periodontist

Prosthodontist

**252312 DENTIST**

Alternative Titles:

Dental Practitioner

Dental Surgeon

Diagnoses and treats dental disease, injuries, decay and malformations of the teeth, periodontal tissue (gums), hard and soft tissue found on the mouth and other dento-facial structures using surgery and other techniques. Registration or licensing is required.

Skill Level: 1

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### UNIT GROUP 2524 OCCUPATIONAL THERAPISTS

OCCUPATIONAL THERAPISTS assess functional limitations of people resulting from illnesses and disabilities, and provide therapy to enable people to perform their daily activities and occupations.

#### **Indicative Skill Level:**

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

#### **Tasks Include:**

- assessing clients' emotional, psychological, developmental and physical capabilities using clinical observations and standardised tests
- assessing clients' functional potential in their home, leisure, work and school environments, and recommending environmental adaptations to maximise their performance
- planning and directing programs through the use of vocational, recreational, remedial, social and educational activities on an individual and group basis
- providing advice to family members, carers, employers and teachers about adapting clients' home, leisure, work and school environments

providing adaptive equipment, such as wheel chairs and splints, to assist clients to overcome their functional limitations

- working with other Health Professionals in overall case management of clients
- working with other professionals in providing specialist advice to specific client groups such as those requiring driver rehabilitation, third-party compensation and medico-legal representation
- recording clients' progress and maintaining professional relationships in accordance with relevant legislative requirements and ethical guidelines

**Occupation:**

252411 Occupational Therapist

**252411 OCCUPATIONAL THERAPIST**

Assesses functional limitations of people resulting from illnesses and disabilities, and provides therapy to enable people to perform their daily activities and occupations. Registration or licensing is required.

Skill Level: 1

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### UNIT GROUP 2525 PHYSIOTHERAPISTS

PHYSIOTHERAPISTS assess, treat and prevent disorders in human movement caused by injury or disease.

#### **Indicative Skill Level:**

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

#### **Tasks Include:**

- administering muscle, nerve, joint and functional ability tests to identify and assess physical problems of patients
- designing treatment programs to address patients' problems
- treating patients to reduce pain, improve circulation, strengthen muscles, improve cardiothoracic, cardiovascular and respiratory functions, restore joint mobility, and improve balance and coordination
- using the therapeutic properties of exercise, heat, cold, massage, manipulation, hydrotherapy, electrotherapy, ultraviolet and infra-red light and ultrasound in the treatment of patients
- reviewing, continually monitoring, assessing and evaluating programs and treatments
- consulting with other Health Professionals as required about patients' problems, needs and progress

- instructing patients and their families in procedures to be continued at home
- recording treatments given and patients' responses and progress
- developing and implementing screening and preventative health promotion programs

**Occupation:**

252511 Physiotherapist

**252511 PHYSIOTHERAPIST**

Alternative Title:

Physical Therapist

Assesses, treats and prevents disorders in human movement caused by injury or disease. Registration or licensing is required.

Skill Level: 1

Specialisations:

Aquatic Physiotherapist  
Cardiothoracic Physiotherapist  
Continence and Women's Health Physiotherapist  
Gerontological Physiotherapist  
Maori Physiotherapist (NZ)  
Musculoskeletal Physiotherapist  
Neurological Physiotherapist  
Occupational Health Physiotherapist  
Paediatric Physiotherapist  
Sports Physiotherapist

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### UNIT GROUP 2526 PODIATRISTS

PODIATRISTS prevent, diagnose and treat disorders of the feet.

#### **Indicative Skill Level:**

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

#### **Tasks Include:**

- examining patients' feet to determine the nature and extent of conditions, deformities and injuries
- examining and treating foot disabilities caused by diseases such as diabetes, peripheral vascular disorders, rheumatoid arthritis and other neuropathies
- prescribing and arranging the fabrication of footwear to correct foot abnormalities
- performing minor surgery to remove and improve abnormal conditions
- prescribing and fitting replaceable pads, palliative and functional supports and other devices for the protection and correction of foot abnormalities
- advising patients about continued treatment and foot care
- may provide rehabilitation services to the physically handicapped

may refer patients to or have patients referred from Medical Practitioners

**Occupation:**

252611 Podiatrist

**252611 PODIATRIST**

Prevents, diagnoses and treats disorder of the feet. Registration or licensing is required.

Skill Level: 1

Specialisation:

Podiatric Surgeon

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### UNIT GROUP 2527 AUDIOLOGISTS AND SPEECH PATHOLOGISTS\THERAPISTS

AUDIOLOGISTS AND SPEECH PATHOLOGISTS/THERAPISTS provide diagnostic assessment, treatment, rehabilitative services and management of human hearing defects, and communication and swallowing impairments.

#### Indicative Skill Level:

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- assessing and diagnosing the extent of client hearing loss using a wide range of techniques, including audiometric tests
- reporting results of assessments and tests in writing and making referrals to medical practitioners
- recommending solutions to those with hearing impairment including amplification, implantable devices, medical interventions and assistive listening devices and providing aural rehabilitation programs
- providing counselling, advice and information to clients and families as a part of overall treatment
- assisting with the development and management of noise control and hearing conservation strategies
- administering standardised and informal tests and observing clients to determine the nature and extent of their communication disorders or swallowing difficulties

- providing treatment and management of speech, language, learning and communication disorders that may be developmental, part of a disability, or acquired as a result of injury or disease
- advising on the positioning of the body and on the textures of food and fluids which assists an individual to eat and swallow safely without choking
- providing information and education to health professionals, early childhood educators and teachers, and support and counselling to individuals affected by communication and swallowing difficulties, and to their families and carers.

**Occupations:**

252711 Audiologist

252712 Speech Pathologist (Aus) / Speech Language Therapist (NZ)

**252711 AUDIOLOGIST**

Provides diagnostic assessment and rehabilitative services related to human hearing defects.

Skill Level: 1

**252712 SPEECH PATHOLOGIST (AUS) \ SPEECH LANGUAGE THERAPIST (NZ)**

Alternative Title:

Speech Therapist

Provides diagnostic assessment and management of disorders of communication and swallowing through direct intervention, education, consultancy, advocacy, or a combination of these approaches.

Skill Level: 1

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### MINOR GROUP 253 MEDICAL PRACTITIONERS

MEDICAL PRACTITIONERS diagnose physical and mental illnesses, disorders and injuries, provide medical care to patients, and prescribe and perform medical and surgical treatments to promote and restore good health.

#### Indicative Skill Level:

In Australia and New Zealand:

Occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification and one to two years hospital-based training. In some instances at least five years specialist study and training is also required (ANZSCO Skill Level 1).

#### Tasks Include:

- examining patients to establish the nature of their complaints, and performing and ordering tests, X-rays and other diagnostic procedures
- determining diagnosis based on examination and results of tests
- selecting and administering appropriate treatments and therapies, and advising patients of further treatment options and preventative and therapeutic measures
- prescribing, administering, preparing and dispensing medication and prosthetic and corrective devices
- monitoring patients' progress and response to treatment
- recording patients' illnesses, treatment given and patients' responses and progress
- advising on diet, exercise and other measures to prevent and aid treatment of diseases and disorders

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[UNIT GROUP 2532 Anaesthetists](#)

[UNIT GROUP 2533 Specialist Physicians](#)

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UNIT GROUP 2531 General Practitioners and Resident Medical Officers

### UNIT GROUP 2531 GENERAL PRACTITIONERS AND RESIDENT MEDICAL OFFICERS

GENERAL PRACTITIONERS AND RESIDENT MEDICAL OFFICERS diagnose and treat physical and mental illnesses, disorders and injuries, recommend preventative action and refer patients to specialist Medical Practitioners, other health care workers, and social, welfare and support workers.

#### Indicative Skill Level:

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification and at least one year of hospital-based training (ANZSCO Skill Level 1).

Registration or licensing is required.

#### Tasks Include:

- conducting examinations and questioning patients to determine the nature of disorders and illnesses, and recording patients' medical information
- ordering laboratory tests, X-rays and other diagnostic procedures, and interpreting findings to assist in diagnosis
- providing overall care for patients, and prescribing and administering treatments, medications and other remedial measures
- monitoring patients' progress and response to treatment

- advising on diet, exercise and other habits which aid prevention and treatment of disease and disorders
- referring patients to, and exchanging medical information with, specialist Medical Practitioners
- reporting births, deaths and notifiable diseases to government authorities
- arranging the admission of patients to hospitals

### **Occupations:**

253111 General Practitioner

253112 Resident Medical Officer

### **253111 GENERAL PRACTITIONER**

Alternative Title:

General Medical Practitioner

Diagnoses, treats and prevents human physical and mental disorders and injuries. Registration or licensing is required.

Skill Level: 1

Specialisation:

Medical Officer (Navy)

### **253112 RESIDENT MEDICAL OFFICER**

Diagnoses, treats and prevents human physical and mental disorders and injuries under the supervision of medical specialists or senior general practitioners. Registration or licensing is required.

Skill Level: 1

Specialisation:

Medical Intern

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UNIT GROUP 2532 Anaesthetists

### UNIT GROUP 2532 ANAESTHETISTS

ANAESTHETISTS provide direct medical care to patients requiring general or local anaesthesia for surgical, diagnostic and other procedures such as prevention of pain and maintenance of body function. Anaesthetic Registrars training as Anaesthetists are included in this unit group.

#### Indicative Skill Level:

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification, two years hospital-based training, and at least five years specialist study and training (ANZSCO Skill Level 1).

Registration or licensing is required.

#### Tasks Include:

- performing pre-operative examinations of patients to determine appropriate anaesthetic and sedation in concurrence with Specialist Physicians and Surgeons
- discussing the anaesthetic process with patients and obtaining their informed consent prior to surgery
- administering local, regional and general anaesthetics using a variety of methods such as inhalational and intravenous administration
- supervising the transfer of patients to operating theatres, positioning on operating tables, keeping patients

- warm, and responding quickly and accurately if any problems arise
- monitoring patients throughout surgical procedures and in immediate post-operative procedures
- recording details of anaesthetic and sedation administered, and the condition of patients before, during and after anaesthesia
- liaising with other health care workers to provide diagnosis and treatment for patients with chronic pain, and to diagnose and treat patients requiring intensive care or resuscitation
- may instruct medical, nursing, student and ancillary staff on the signs, symptoms and diagnosis of allergic and anaphylactic reactions to anaesthetic agents, and supervision and treatment of life threatening emergencies

**Occupation:**

253211 Anaesthetist

**253211 ANAESTHETIST**

Provides direct medical care to patients requiring general or local anaesthesia for surgical, diagnostic and other procedures such as prevention of pain and maintenance of body function. Registration or licensing is required.

Skill Level: 1

**Specialisations:**

Intensive Care Anaesthetist  
Obstetric Anaesthetist  
Pain Management Specialist

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UNIT GROUP 2533 Specialist Physicians

### UNIT GROUP 2533 SPECIALIST PHYSICIANS

SPECIALIST PHYSICIANS diagnose and treat internal human disorders and diseases using specialist testing, diagnostic and medical techniques. Medical Registrars training as Specialist Physicians are included in this unit group.

#### Indicative Skill Level:

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification, two years hospital-based training, and at least five years specialist study and training (ANZSCO Skill Level 1).

Registration or licensing is required.

#### Tasks Include:

- examining patients to determine the nature and extent of problems after referral from General Medical Practitioners and other medical specialists, and undertaking laboratory tests and diagnostic procedures
- analysing test results and other medical information to make diagnoses
- prescribing and administering drugs, and remedial and therapeutic treatment and procedures
- recording medical information and data
- reporting specified contagious and notifiable diseases to government health and immigration authorities

- may admit or refer patients to hospitals
- may consult other medical specialists

**Occupations:**

253311 Specialist Physician (General Medicine)  
253312 Cardiologist  
253313 Clinical Haematologist  
253314 Medical Oncologist  
253315 Endocrinologist  
253316 Gastroenterologist  
253317 Intensive Care Specialist  
253318 Neurologist  
253321 Paediatrician  
253322 Renal Medicine Specialist  
253323 Rheumatologist  
253324 Thoracic Medicine Specialist  
253399 Specialist Physicians nec

**253311 SPECIALIST PHYSICIAN (GENERAL MEDICINE)**

Investigates and diagnoses internal human disorders and diseases, and administers treatment. Registration or licensing is required.

Skill Level: 1

**253312 CARDIOLOGIST**

Investigates, diagnoses and treats diseases of the human heart. Registration or licensing is required.

Skill Level: 1

**253313 CLINICAL HAEMATOLOGIST**

Investigates and diagnoses blood and other genetic disorders by studying cellular composition of blood and blood-producing tissues. Registration or licensing is required.

Skill Level: 1

**253314 MEDICAL ONCOLOGIST**

Alternative Title:

## Medical Oncology Physician

Investigates, diagnoses and treats patients with cancer using chemotherapy and biological therapy. Registration or licensing is required.

Gynaecological, Radiation and Surgical Oncologists are excluded from this occupation. Gynaecological Oncologists are included in Unit Group 2539 Other Medical Practitioners, in Occupation 253913 Obstetrician and Gynaecologist. Radiation Oncologists are included in Unit Group 2539 Other Medical Practitioners, in Occupation 253918 Radiation Oncologist. Surgical Oncologists are included in Unit Group 2535 Surgeons, in Occupation 253511 Surgeon (General).

Skill Level: 1

## **253315 ENDOCRINOLOGIST**

Investigates, diagnoses and treats disorders of the human glandular and hormonal systems. Registration or licensing is required.

Skill Level: 1

Specialisation:

Diabetologist

## **253316 GASTROENTEROLOGIST**

Investigates, diagnoses and treats diseases and disorders of the human liver, stomach and associated organs. Registration or licensing is required.

Skill Level: 1

## **253317 INTENSIVE CARE SPECIALIST**

Alternative Titles:

Intensive Care Medicine Specialist  
Intensivist

Investigates, diagnoses and treats patients in need of intensive and critical care. Registration or licensing is required.

Skill Level: 1



### **253318 NEUROLOGIST**

Investigates, diagnoses and treats diseases and injuries of the human brain, spinal cord, nervous system and muscle tissue. Registration or licensing is required.

Skill Level: 1

### **253321 PAEDIATRICIAN**

Investigates, diagnoses and treats internal diseases and disorders in children from birth up to, and including, adolescence. Registration or licensing is required.

Skill Level: 1

Specialisations:

Neonatologist

Paediatric Thoracic Physician

### **253322 RENAL MEDICINE SPECIALIST**

Alternative Titles:

Nephrologist

Renal Medicine Physician

Investigates, diagnoses and treats disorders of the human kidney. Registration or licensing is required.

Skill Level: 1

### **253323 RHEUMATOLOGIST**

Investigates, diagnoses and treats diseases, injuries and deficiencies of human joints, muscles and soft tissue. Registration or licensing is required.

Skill Level: 1

### **253324 THORACIC MEDICINE SPECIALIST**

Alternative Titles:

Respiratory Medicine Physician  
Thoracic Medicine Physician

Investigates, diagnoses and treats diseases and disorders of the human respiratory system. Registration or licensing is required.

Skill Level: 1

Specialisations:

Pulmonary Specialist  
Respiratory Physician

### **253399 SPECIALIST PHYSICIANS NEC**

This occupation group covers Specialist Physicians not elsewhere classified. Registration or licensing is required.

Skill Level: 1

Occupations in this group include:

Clinical Allergist  
Clinical Geneticist  
Clinical Immunologist  
Clinical Pharmacologist  
Geriatrician  
Infectious Diseases Physician  
Musculoskeletal Physician (NZ)  
Occupational Medicine Physician  
Palliative Medicine Physician  
Public Health Physician  
Rehabilitation Medicine Physician  
Sexual Health Physician  
Sleep Medicine Physician

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UNIT GROUP 2534 Psychiatrists

### UNIT GROUP 2534 PSYCHIATRISTS

PSYCHIATRISTS diagnose, assess, treat and prevent human mental, emotional and behavioural disorders. Psychiatric Registrars training as Psychiatrists are included in this unit group.

#### Indicative Skill Level:

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification, two years hospital-based training, and at least five years specialist study and training (ANZSCO Skill Level 1).

Registration or licensing is required.

#### Tasks Include:

- assessing patients' mental and physical status to determine the nature and extent of mental, emotional and behavioural disorders
- assessing patients' medical, psychiatric and psychological histories
- examining patients to determine general physical condition
- ordering laboratory tests, imaging, neuropsychological tests and other diagnostic procedures
- examining the results of tests and examinations to determine the most appropriate forms of treatment
- prescribing and administering medication, psychotherapy, and other physical treatments and rehabilitation

programs

- arranging admission to hospitals and providing in-patient treatment
- consulting, supervising and working with other Medical Practitioners and Health Professionals
- determining whether patients require involuntary treatment in accordance with relevant mental health acts
- assisting courts and other statutory bodies in managing patients in legal and forensic settings
- teaching medical students and registrars, and assessing their progress by administering tests

**Occupation:**

253411 Psychiatrist

**253411 PSYCHIATRIST**

Diagnoses, assesses, treats and prevents human mental, emotional and behavioural disorders. Registration or licensing is required.

Skill Level: 1

**Specialisations:**

Adolescent Psychiatrist

Child and Adolescent Psychiatrist

Child Psychiatrist

Forensic Psychiatrist

Geriatric Psychiatrist

Medical Psychotherapist

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UNIT GROUP 2535 Surgeons

### UNIT GROUP 2535 SURGEONS

SURGEONS perform surgery to correct deformities, repair injuries, prevent and treat diseases, and improve human functioning and appearance. Medical Registrars training as Surgeons are included in this unit group.

#### Indicative Skill Level:

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification, two years hospital-based training, and at least five years specialist study and training (ANZSCO Skill Level 1).

Registration or licensing is required.

#### Tasks Include:

- examining patients to determine the necessity of operations, estimating and explaining risks to patients, and selecting the best operational procedures
- reviewing reports on patients' general physical condition, reactions to medications and medical histories
- consulting with Anaesthetists regarding the correct anaesthesia for patients
- performing surgical operations
- examining instruments, equipment, and surgical set-up to ensure that antiseptic and aseptic methods have been followed

instructing other medical, nursing and associated staff regarding the preparation of patients and instrument and equipment requirements

- prescribing post-operative care, and observing and investigating patients' progress
- maintaining records of operations performed
- may specialise in particular types of operations

**Occupations:**

253511 Surgeon (General)

253512 Cardiothoracic Surgeon

253513 Neurosurgeon

253514 Orthopaedic Surgeon

253515 Otorhinolaryngologist

253516 Paediatric Surgeon

253517 Plastic and Reconstructive Surgeon

253518 Urologist

253521 Vascular Surgeon

**253511 SURGEON (GENERAL)**

Performs surgery to correct diseases and disorders covering a broad range of medical conditions. Registration or licensing is required.

Skill Level: 1

**253512 CARDIOTHORACIC SURGEON**

Performs heart and lung surgery. Registration or licensing is required.

Skill Level: 1

**253513 NEUROSURGEON**

Performs surgery to correct disorders of the brain, spine and nervous system. Registration or licensing is required.

Skill Level: 1

**253514 ORTHOPAEDIC SURGEON**

Performs surgery to treat muscular and skeletal diseases and injuries. Registration or licensing is required.

Skill Level: 1

## **253515 OTORHINOLARYNGOLOGIST**

Alternative Titles:

Ear, Nose and Throat Specialist  
Head and Neck Surgeon

Performs surgery to correct diseases and disorders of the ear, nose and throat. Registration or licensing is required.

Skill Level: 1

Specialisations:

Laryngologist  
Otologist  
Rhinologist

## **253516 PAEDIATRIC SURGEON**

Provides surgical care and treatment to children from birth up to, and including, adolescence. Registration or licensing is required.

Skill Level: 1

## **253517 PLASTIC AND RECONSTRUCTIVE SURGEON**

Performs surgery to repair and reconstruct muscle and tissue injuries and congenital deformities. Registration or licensing is required.

Skill Level: 1

## **253518 UROLOGIST**

Provides medical and surgical treatment to patients with disorders of the kidney, urinary bladder and urethra, and treats disorders of the male sex organs. Registration or licensing is required.

Skill Level: 1

## **253521 VASCULAR SURGEON**



Performs surgery to treat patients with conditions affecting their arteries and veins. Registration or licensing is required.

Skill Level: 1

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UNIT GROUP 2539 Other Medical Practitioners

### UNIT GROUP 2539 OTHER MEDICAL PRACTITIONERS

This unit group covers Medical Practitioners not elsewhere classified.

It includes Dermatologists, Emergency Medicine Specialists, Obstetricians and Gynaecologists, Ophthalmologists, Pathologists, Diagnostic and Interventional Radiologists, and Radiation Oncologists. Medical Registrars training in these specialties are included in this unit group.

#### Indicative Skill Level:

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification, two years hospital-based training, and at least five years specialist study and training (ANZSCO Skill Level 1).

Registration or licensing is required.

#### Occupations:

253911 Dermatologist  
253912 Emergency Medicine Specialist  
253913 Obstetrician and Gynaecologist  
253914 Ophthalmologist

253915 Pathologist  
253917 Diagnostic and Interventional Radiologist  
253918 Radiation Oncologist  
253999 Medical Practitioners nec

### **253911 DERMATOLOGIST**

Provides diagnostic, treatment and preventative medical services related to disorders of the human skin.  
Registration or licensing is required.  
Skill Level: 1

### **253912 EMERGENCY MEDICINE SPECIALIST**

Alternative Title:

Emergency Physician

Provides diagnostic medical services, and manages patients with acute and urgent illness and injury.  
Registration or licensing is required.  
Skill Level: 1

### **253913 OBSTETRICIAN AND GYNAECOLOGIST**

Provides diagnostic, treatment and preventative medical and surgical services related to the care of women, fetuses and children during pregnancy and childbirth, and to disorders of the female genital, urinary, rectal and reproductive organs. Registration or licensing is required.  
Skill Level: 1

Specialisations:

Gynaecological Oncologist  
Reproductive Endocrinologist  
Urogynaecologist

### **253914 OPHTHALMOLOGIST**

Alternative Titles:

Eye Specialist

## Eye Surgeon

Provides diagnostic, treatment and preventative medical services related to diseases, injuries and deficiencies of the human eye and associated structures. Registration or licensing is required.

Skill Level: 1

## 253915 PATHOLOGIST

Identifies the cause and processes of disease and illness by examining changes in body tissue and in blood and other body fluids, and conducts tests on samples of tissues, blood and body secretions. Registration or licensing is required.

Skill Level: 1

Specialisations:

Clinical Cytopathologist  
Forensic Pathologist  
Immunologist

## 253917 DIAGNOSTIC AND INTERVENTIONAL RADIOLOGIST

Provides diagnostic and treatment medical services, and monitors patients with various diseases utilising imaging techniques such as general radiography, angiography, fluoroscopy, mammography, ultrasound, computed tomography, magnetic resonance imaging, nuclear medicine and bone densitometry. Registration or licensing is required.

Skill Level: 1

Specialisation:

Medical Imaging Specialist

## 253918 RADIATION ONCOLOGIST

Provides medical care and management of patients with cancer and other medical conditions through the conduct and supervision of radiation treatment; and advice on the provision of palliative and other supportive care of patients with cancer. Registration or licensing is required.

Skill Level: 1

## 253999 MEDICAL PRACTITIONERS NEC

This occupation group covers Medical Practitioners not elsewhere classified. Registration or licensing is required.

Skill Level: 1

Occupations in this group include:

Nuclear Medicine Physician

Sports Physician

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### MINOR GROUP 254 MIDWIFERY AND NURSING PROFESSIONALS

MIDWIFERY AND NURSING PROFESSIONALS provide care to mothers and their babies, the elderly, and physically and mentally ill patients in hospitals, nursing homes, medical centres and the community; provide clinical education to midwives and nurses; conduct research into clinical nursing practice; and manage health service units and sub-units.

#### Indicative Skill Level:

In Australia and New Zealand:

Occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- assisting in examining patients, administering prescribed treatment, monitoring patients' progress, and facilitating lifestyle options and treatment plans in conjunction with patients' families, other carers and the community
- evaluating nurses' ongoing educational needs and planning relevant syllabus structures
- directing and controlling the allocation of human and material resources for a health service unit such as recruiting staff, human resource management, preparing budgets and financial management
- providing care and management of pregnancy and birth

- undertaking and promoting nursing and interdisciplinary research projects, and promoting uptake of findings into clinical nursing practice and patient management

This section contains the following subsection :

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[UNIT GROUP 2542 Nurse Educators and Researchers](#)

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### UNIT GROUP 2541 MIDWIVES

MIDWIVES provide care and advice to women during pregnancy, labour and childbirth, and postnatal care for women and babies in a range of settings such as the home, community, hospitals, clinics and health units.

#### Indicative Skill Level:

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

#### Tasks Include:

- providing advice and support during pre-conception, intrapartum, antenatal and postnatal periods in partnership with women
- providing care and management of pregnancy and birth
- assessing progress and recognising warning signs of abnormal and potentially abnormal pregnancies requiring referral to an Obstetrician
- monitoring the condition of women and fetuses during pregnancy and throughout labour
- conducting health education classes and seminars to promote the health of mothers and babies such as reproductive health, antenatal education, preparation for parenthood and breastfeeding



providing advice on nutrition, childcare and family planning

**Occupation:**

254111 Midwife

**254111 MIDWIFE**

Alternative Titles:

Certified Midwife  
Registered Midwife

Provides care and advice to women during pregnancy, labour and childbirth, and postnatal care for women and babies in a range of settings such as the home, community, hospitals, clinics and health units.  
Registration or licensing is required.

Skill Level: 1

Specialisations:

Community Midwife  
Midwife Practitioner

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### UNIT GROUP 2542 NURSE EDUCATORS AND RESEARCHERS

NURSE EDUCATORS AND RESEARCHERS provide clinical and theoretical education to and promote professional development of nurses and midwives, and conduct research into nursing practice.

#### Indicative Skill Level:

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification and at least five years relevant experience (ANZSCO Skill Level 1).

#### Tasks Include:

- researching, planning, developing and implementing nursing curricula
- facilitating practical experience for general and specialist nurses
- evaluating ongoing and changing educational needs and monitoring course outcomes
- participating in developing and implementing policies affecting nursing, nurse education and health
- undertaking and promoting nursing and interdisciplinary research projects, and disseminating research information
- promoting utilisation of current research findings into clinical nursing practice and patient management
- promoting the implementation of research and research findings into organisation-wide functions such as safety, quality and risk management
- providing support and education for other nurses undertaking research

**Occupations:**

254211 Nurse Educator  
254212 Nurse Researcher

**254211 NURSE EDUCATOR**

Alternative Titles:

Clinical Nurse Educator  
Staff Development Nurse

Designs, plans, implements and evaluates the delivery of nursing education and staff development programs, and manages educational resources.

Skill Level: 1

**254212 NURSE RESEARCHER**

Designs, conducts and evaluates nursing and interdisciplinary research projects, and promotes the implementation of research findings into clinical nursing practice.

Skill Level: 1

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### UNIT GROUP 2543 NURSE MANAGERS

NURSE MANAGERS manage health service units and sub-units of hospitals, aged care and community health care facilities, supervise nursing staff and financial resources to enable the provision of safe, cost effective nursing care within specified fields or for particular units, and monitor quality, clinical standards and professional development of nurses.

Directors of Nursing are excluded from this unit group. Directors of Nursing are included in Unit Group 1342 Health and Welfare Services Managers.

#### Indicative Skill Level:

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification and at least five years relevant experience (ANZSCO Skill Level 1).

Registration or licensing is required.

#### Tasks Include:

- developing, implementing and monitoring policies and objectives of nursing care as they apply to units, staff and community groups
- coordinating the allocation of human and material resources for a health service unit such as recruitment

- of staff, human resource management, preparation of budgets and fiscal management
- monitoring and controlling the performance of nursing and support staff within the unit, and providing leadership
- initiating studies to evaluate the effectiveness of nursing services in the unit in relation to objectives, costs and nursing care
- promoting working relationships with community agencies and health and education providers
- contributing to organisational objectives in relation to quality, safety and risk management

**Occupation:**

254311 Nurse Manager

**254311 NURSE MANAGER**

Alternative Titles:

Charge Nurse  
Nurse Supervisor  
Nurse Unit Manager

Manages a health service unit or sub-unit of a hospital, aged care or community health care facility, supervises nursing staff and financial resources to enable the provision of safe, cost effective nursing care within a specified field or for a particular unit, and monitors quality, clinical standards and professional development of nurses. Registration or licensing is required.

Skill Level: 1

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### UNIT GROUP 2544 REGISTERED NURSES

REGISTERED NURSES provide nursing care to patients in hospitals, aged care and other health care facilities, and in the community.

#### Indicative Skill Level:

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

#### Tasks Include:

- assessing, planning, implementing and evaluating nursing care for patients according to accepted nursing practice and standards
- working in consultation with other Health Professionals and members of health teams, and coordinating the care of patients
- providing interventions, treatments and therapies such as medications, and monitoring responses to treatment and care plan
- promoting health and assisting in preventing ill health by participating in health education and other health

promotion activities

- answering questions and providing information to patients and families about treatment and care
- supervising and coordinating the work of Enrolled Nurses and other health care workers

### **Occupations:**

254411 Nurse Practitioner

254412 Registered Nurse (Aged Care)

254413 Registered Nurse (Child and Family Health)

254414 Registered Nurse (Community Health)

254415 Registered Nurse (Critical Care and Emergency)

254416 Registered Nurse (Developmental Disability)

254417 Registered Nurse (Disability and Rehabilitation)

254418 Registered Nurse (Medical)

254421 Registered Nurse (Medical Practice)

254422 Registered Nurse (Mental Health)

254423 Registered Nurse (Perioperative)

254424 Registered Nurse (Surgical)

254425 Registered Nurse (Paediatrics)

254499 Registered Nurses nec

### **254411 NURSE PRACTITIONER**

Provides advanced and extended nursing care to patients, such as ordering diagnostic tests, undertaking diagnosis and health assessments, prescribing patient care management, medicines and therapies, as authorised in relevant nursing legislation, and referring to specialist Medical Practitioners and other Health Professionals in a range of health, welfare and community settings. Registration or licensing is required.

Skill Level: 1

### **254412 REGISTERED NURSE (AGED CARE)**

Provides nursing care to the elderly in community settings, residential aged care facilities, retirement villages and health care facilities. Registration or licensing is required.

Skill Level: 1

Specialisation:

Registered Nurse (Gerontology)

### **254413 REGISTERED NURSE (CHILD AND FAMILY HEALTH)**

Provides nursing care to children from birth to school age and their families with an emphasis on the prevention, early detection of, and early intervention in, physical, emotional and social problems affecting children and their families such as assistance with parentcraft, immunisation and developmental milestones. Registration or licensing is required.

Skill Level: 1

Specialisation:

Plunket Nurse (NZ)

#### **254414 REGISTERED NURSE (COMMUNITY HEALTH)**

Provides nursing care, health counselling, screening and education to individuals, families and groups in the wider community with a focus on patient independence and health promotion. Registration or licensing is required.

Skill Level: 1

Specialisations:

Registered Nurse (Health Education and Promotion)

Registered Nurse (Public Health)

Registered Nurse (School Nurse)

#### **254415 REGISTERED NURSE (CRITICAL CARE AND EMERGENCY)**

Provides nursing care to critically ill patients and patients with unstable health following injury, surgery or during the acute phase of diseases, integrating new technological equipment into care in settings such as high dependency units, intensive care units, emergency departments or retrieval services. Registration or licensing is required.

Skill Level: 1

Specialisations:

Registered Nurse (Acute Care)

Registered Nurse (Emergency/Trauma)

Registered Nurse (High Dependency)

Registered Nurse (Neonatal Intensive Care)

Registered Nurse (Paediatric Intensive Care)

#### **254416 REGISTERED NURSE (DEVELOPMENTAL DISABILITY)**

Alternative Title:



## Mental Retardation Nurse

Provides nursing care to people with intellectual and development disabilities in a range of health, welfare and community settings. Registration or licensing is required.

Skill Level: 1

## **254417 REGISTERED NURSE (DISABILITY AND REHABILITATION)**

Provides nursing care to patients recovering from injury and illness, and assists and facilitates patients with disabilities to live more independently. Registration or licensing is required.

Skill Level: 1

Specialisation:

Registered Nurse (Rehabilitation)

## **254418 REGISTERED NURSE (MEDICAL)**

Provides nursing care to patients with conditions, such as infections, metabolic disorders and degenerative conditions, which require medical intervention in a range of health, aged care and community settings.

Registration or licensing is required.

Skill Level: 1

## **254421 REGISTERED NURSE (MEDICAL PRACTICE)**

Alternative Titles:

Practice Nurse

Primary Health Care Nurse (NZ)

Provides clinical care to patients, undertakes clinical organisation and practice administration, and facilitates communication within a general practice environment and between the practice and outside organisations and individuals. Registration or licensing is required.

Skill Level: 1

## **254422 REGISTERED NURSE (MENTAL HEALTH)**

Alternative Title:

## Psychiatric Nurse

Provides nursing care to patients with mental health illness, disorder and dysfunction, and those experiencing emotional difficulties, distress and crisis in health, welfare and aged care facilities, correctional services and the community. Registration or licensing is required.

Skill Level: 1

Specialisations:

Psychopaedic Nurse (NZ)

Registered Nurse (Child and Adolescence Mental Health)

Registered Nurse (Drug and Alcohol)

Registered Nurse (Psychiatric Rehabilitation)

Registered Nurse (Psychogeriatric Care)

## **254423 REGISTERED NURSE (PERIOPERATIVE)**

Alternative Title:

### Operating Room Nurse

Provides nursing care to patients before, during and immediately after surgery, assesses patients' condition, plans nursing care for surgical intervention, maintains a safe and comfortable environment, assists Surgeons and Anaesthetists during surgery, and monitors patients' recovery from anaesthetic, prior to return to, or discharge from, ward. Registration or licensing is required.

Skill Level: 1

Specialisations:

Registered Nurse (Anaesthetic)

Registered Nurse (Operating Room)

Registered Nurse (Recovery)

## **254424 REGISTERED NURSE (SURGICAL)**

Provides nursing care to patients with injuries and illness that require surgical intervention. Registration or licensing is required.

Skill Level: 1

## **254425 REGISTERED NURSE (PAEDIATRICS)**

Provides nursing care to children of all ages, including neonates, across a range of health and community settings with an emphasis on assessing children's acute and ongoing needs while taking into account physical, social, cultural and family circumstances. Registration or licensing is required.

Skill Level: 1

## **254499 REGISTERED NURSES NEC**

This occupation group covers Registered Nurses not elsewhere classified. Registration or licensing is required.

Skill Level: 1

Occupations in this group include:

Flight Nurse

Nursing Officer (Defence Forces)

Registered Nurse (Infection Control)

Registered Nurse (Remote or Rural Area)

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### SUB-MAJOR GROUP 26 ICT PROFESSIONALS

ICT PROFESSIONALS perform analytical, conceptual and practical tasks which support the efficient and secure provision of information and communication technology (ICT) services to government, commercial and industrial organisations, and individuals.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this sub-major group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience and/or relevant vendor certification may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- developing and documenting strategies, policies and procedures relating to the use of ICT technologies and services
- planning, analysing, designing, developing, implementing, testing, operating, maintaining and assisting with the use of technologies and services that enable information, such as voice, image and data, to be accessed, networked, stored, processed, transformed, manipulated and transmitted over a variety of media
- assessing the performance of ICT technologies and services, identifying limitations and inefficiencies, and recommending and implementing solutions

- providing troubleshooting and service support in diagnosing, resolving and correcting problems associated with the use of ICT technologies and service

This section contains the following subsection :

[MINOR GROUP 261 Business and Systems Analysts, and Programmers](#)

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Analysts, and Programmers

### MINOR GROUP 261 BUSINESS AND SYSTEMS ANALYSTS, AND PROGRAMMERS

BUSINESS AND SYSTEMS ANALYSTS, AND PROGRAMMERS work with users to formulate system requirements, develop system plans and documentation, review and evaluate existing systems, and design and modify systems to meet users' business needs, create audiovisual applications, and develop, test and maintain code for computer applications and websites.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience and/or relevant vendor certification may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- identifying, formulating and documenting user ICT requirements
- providing advice, guidance, expertise and assistance in the system project decision making process and in the development of system proposals and strategies
- identifying and evaluating inefficiencies, deficiencies and limitations in existing systems and associated processes, procedures and methods, and recommending optimal business practices, and system functionality and behaviour

- testing, debugging, diagnosing and correcting problems to ensure acceptable quality and integrity of the system, and that programs and applications perform to specification
- designing and developing digital animations, imaging, presentations, games, video clips, and Internet applications using multimedia software, tools and utilities, interactive graphics and programming language

This section contains the following subsection :

[UNIT GROUP 2611 ICT Business and Systems Analysts](#)

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### UNIT GROUP 2611 ICT BUSINESS AND SYSTEMS ANALYSTS

ICT BUSINESS AND SYSTEMS ANALYSTS work with users to formulate system requirements, develop system plans and documentation, review and evaluate existing systems, and design and modify systems to meet users' business needs.

Non-ICT Business Analysts (for example, Management Consultants) are excluded from this unit group. Non-ICT Business Analysts are included in Unit Group 2247 [Management and Organisation Analysts](#).

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience and/or relevant vendor certification may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- working with users to formulate and document business requirements
- identifying, investigating, and analysing business processes, procedures and work practices
- identifying and evaluating inefficiencies and recommending optimal business practices, and system



functionality and behaviour

- using project management methodologies, principles and techniques to develop project plans and to cost, resource and manage projects
- taking responsibility for deploying functional solutions, such as creating, adopting and implementing system test plans, which ensure acceptable quality and integrity of the system
- creating user and training documentation, and conducting formal training classes
- developing functional specifications for use by system developers
- using data and process modelling techniques to create clear system specifications for the design and development of system software
- acting as a central reference and information source, providing guidance and assistance in the system project decision making process

### **Occupations:**

261111 ICT Business Analyst

261112 Systems Analyst

### **261111 ICT BUSINESS ANALYST**

Alternative Titles:

BA (ICT)

Business Consultant (ICT)

Identifies and communicates with users to formulate and produce a requirements specification to create system and software solutions.

Skill Level: 1

Specialisation:

Business Systems Analyst

### **261112 SYSTEMS ANALYST**

Evaluates processes and methods used in existing ICT systems, proposes modifications, additional system components or new systems to meet user needs as expressed in specifications and other documentation.

Skill Level: 1

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### UNIT GROUP 2612 MULTIMEDIA SPECIALISTS AND WEB DEVELOPERS

MULTIMEDIA SPECIALISTS AND WEB DEVELOPERS create computer animation, audio, video and graphic image files for multimedia presentations, games, motion pictures, CD-ROMs, information kiosks and the web, and plan, produce and maintain websites and web applications using web programming, scripting, authoring, content management and file transfer software.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience and/or relevant vendor certification may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- analysing, designing and developing Internet sites applying a mixture of artistry and creativity with software programming and scripting languages and interfacing with operating environments
- designing and developing digital animations, imaging, presentations, games, audio and video clips, and Internet applications using multimedia software, tools and utilities, interactive graphics and programming languages
- communicating with network specialists regarding web-related issues, such as security and hosting

websites, to control and enforce Internet and web server security, space allocation, user access, business continuity, website backup and disaster recovery planning

- designing, developing and integrating computer code with other specialised inputs, such as image files, audio files and scripting languages, to produce, maintain and support websites
- assisting in analysing, specifying and developing Internet strategies, web-based methodologies and development plans

### **Occupations:**

261211 Multimedia Specialist

261212 Web Developer

### **261211 MULTIMEDIA SPECIALIST**

Alternative Titles:

Electronic Game Developer

Multimedia Developer

Multimedia Programmer

Creates and manipulates computer animation, audio, video and graphic image files into multimedia programs to produce data and content for CD-ROMs, information kiosks, multimedia presentations, websites, mobile telephone resources, electronic gaming environments, e-commerce and e-security solutions, and entertainment and education products.

Skill Level: 1

### **261212 WEB DEVELOPER**

Alternative Title:

Web Programmer

Plans, produces and maintains websites using web programming languages, software applications, technologies and databases together with specifications of user needs, often in conjunction with other ICT Professionals such as Business Analysts, Web Designers and network and usability specialists.

Skill Level: 1

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### UNIT GROUP 2613 SOFTWARE AND APPLICATIONS PROGRAMMERS

SOFTWARE AND APPLICATIONS PROGRAMMERS design, develop, test, maintain and document program code in accordance with user requirements, and system and technical specifications.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience and/or relevant vendor certification may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- researching, consulting, analysing and evaluating system program needs
- identifying technology limitations and deficiencies in existing systems and associated processes, procedures and methods
- testing, debugging, diagnosing and correcting errors and faults in an applications programming language within established testing protocols, guidelines and quality standards to ensure programs and applications perform to specification
- writing and maintaining program code to meet system requirements, system designs and technical specifications in accordance with quality accredited standards

- writing, updating and maintaining technical program, end user documentation and operational procedures
- providing advice, guidance and expertise in developing proposals and strategies for software design activities such as financial evaluation and costings for recommending software purchases and upgrades

**Occupations:**

261311 Analyst Programmer  
261312 Developer Programmer  
261313 Software Engineer  
261314 Software Tester  
261399 Software and Applications Programmers nec

**261311 ANALYST PROGRAMMER**

Alternative Title:

Programmer Analyst

Analyses user needs, produces requirements documentation and system plans, and encodes, tests, debugs, maintains and documents programs and applications.

Skill Level: 1

**261312 DEVELOPER PROGRAMMER**

Alternative Titles:

Applications Developer  
ICT Developer  
ICT Programmer

Interprets specifications, technical designs and flow charts, builds, maintains and modifies the code for software applications, constructs technical specifications from a business functional model, and tests and writes technical documentation.

Skill Level: 1

Specialisations:

Communications Programmer (Systems)  
Database Developer  
Database Programmer (Systems)  
Network Programmer  
Software Developer  
Software Programmer

## **261313 SOFTWARE ENGINEER**

Alternative Titles:

Software Architect  
Software Designer

Designs, develops, modifies, documents, tests, implements, installs and supports software applications and systems.

Skill Level: 1

Specialisations:

Computer Applications Engineer  
Database Designer  
Systems Architect

## **261314 SOFTWARE TESTER**

Specifies, develops and writes test plans and test scripts, produces test cases, carries out regression testing, and uses automated test software applications to test the behaviour, functionality and integrity of computer software, and documents the results of tests in defect reports and related documentation.

Skill Level: 1

## **261399 SOFTWARE AND APPLICATIONS PROGRAMMERS NEC**

This occupation group covers Software and Applications Programmers not elsewhere classified.

Skill Level: 1

Occupations in this group include:

No occupations have currently been identified for this residual category.

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Administrators, and ICT Security Specialists

### MINOR GROUP 262 DATABASE AND SYSTEMS ADMINISTRATORS, AND ICT SECURITY SPECIALISTS

DATABASE AND SYSTEMS ADMINISTRATORS, AND ICT SECURITY SPECIALISTS plan, develop, maintain, manage and administer organisations' database management systems, operating systems and security policies and procedures to ensure optimal database and system integrity, security, backup, reliability and performance.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience and/or relevant vendor certification may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- designing and maintaining database architecture, data structures, tables, dictionaries and naming conventions to ensure the accuracy and completeness of all data master files
- performing the operational establishment and preventive maintenance of backups, recovery procedures, and enforcing security and integrity controls

- implementing and administering database documentation, guidelines, policies and procedures
- testing database systems and upgrades, such as debugging, tracking, reproduction, logging and resolving all identified problems, according to approved quality testing scripts, procedures and processes
- accepting responsibility for the processes, procedures and operational management associated with system security and disaster recovery planning
- liaising with security vendors, suppliers, service providers and external resources; analysing, recommending, installing and maintaining software security applications; and monitoring contractual obligations, performance delivery and service level agreements
- troubleshooting and providing service support in diagnosing, resolving and repairing server-related hardware and software malfunctions, encompassing workstations and communication infrastructure
- preparing and maintaining documentation, policies and instructions, and recording and detailing operational procedures and system logs
- ensuring that the design of computer sites allows all components to fit together and work properly, and monitoring and adjusting the performance of networks
- continually surveying the current computer site to determine future network needs and making recommendations for enhancements in the implementation of future servers and networks

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### UNIT GROUP 2621 DATABASE AND SYSTEMS ADMINISTRATORS, AND ICT SECURITY SPECIALISTS

DATABASE AND SYSTEMS ADMINISTRATORS, AND ICT SECURITY SPECIALISTS plan, develop, maintain, manage and administer organisations' database management systems, operating systems and security policies and procedures to ensure optimal database and system integrity, security, backup, reliability and performance.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience and/or relevant vendor certification may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- designing and maintaining database architecture, data structures, tables, dictionaries and naming conventions to ensure the accuracy and completeness of all data master files
- performing the operational establishment and preventive maintenance of backups, recovery procedures, and enforcing security and integrity controls

- implementing and administering database documentation, guidelines, policies and procedures
- testing database systems and upgrades, such as debugging, tracking, reproduction, logging and resolving all identified problems, according to approved quality testing scripts, procedures and processes
- accepting responsibility for the processes, procedures and operational management associated with system security and disaster recovery planning
- liaising with security vendors, suppliers, service providers and external resources; analysing, recommending, installing and maintaining software security applications; and monitoring contractual obligations, performance delivery and service level agreements
- troubleshooting and providing service support in diagnosing, resolving and repairing server-related hardware and software malfunctions, encompassing workstations and communication infrastructure
- preparing and maintaining documentation, policies and instructions, and recording and detailing operational procedures and system logs
- ensuring that the design of computer sites allows all components to fit together and work properly, and monitoring and adjusting the performance of networks
- continually surveying the current computer site to determine future network needs and making recommendations for enhancements in the implementation of future servers and networks

#### **Occupations:**

262111 Database Administrator

262112 ICT Security Specialist

262113 Systems Administrator

#### **262111 DATABASE ADMINISTRATOR**

Alternative Titles:

Database Operator

Database Specialist

Database Support

DBA

Plans, develops, configures, maintains and supports an organisation's database management system in accordance with user requirements ensuring optimal database integrity, security, backup, reliability and performance.

Skill Level: 1

Specialisation:

Database Analyst

#### **262112 ICT SECURITY SPECIALIST**

Alternative Title:

Security Administrator

Establishes, manages and administers an organisation's ICT security policy and procedures to ensure preventive and recovery strategies are in place, and minimise the risk of internal and external security threats.

Skill Level: 1

Specialisation:

Information Technology Security Manager

## **262113 SYSTEMS ADMINISTRATOR**

Alternative Title:

Systems Manager

Plans, develops, installs, troubleshoots, maintains and supports an operating system and associated server hardware, software and databases ensuring optimum system integrity, security, backup and performance.

Skill Level: 1

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### MINOR GROUP 263 ICT NETWORK AND SUPPORT PROFESSIONALS

ICT NETWORK AND SUPPORT PROFESSIONALS research, analyse, plan, design, install, monitor and maintain ICT systems to support the business needs of organisations and individuals.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience and/or relevant vendor certification may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- planning, designing, developing, configuring and commissioning networks and systems
- analysing, evaluating and monitoring network infrastructure to ensure networks are configured to operate at optimal performance
- troubleshooting and diagnosing network and system problems, and determining the most appropriate means of resolving problems and issues to improve system performance
- monitoring the overall performance of systems to assess the need for updates, upgrades, enhancements, preventive maintenance and new systems, and recommending options for upgrading and improving the performance of systems

- scheduling and conducting quality audit inspections

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### UNIT GROUP 2631 COMPUTER NETWORK PROFESSIONALS

COMPUTER NETWORK PROFESSIONALS research, analyse and recommend strategies for network architecture and development, implement, manage, maintain and configure network hardware and software, and monitor and optimise performance, and troubleshoot and provide user support.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience and/or relevant vendor certification may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- analysing, developing, interpreting and evaluating complex system design and architecture specifications, data models and diagrams in the development, configuration and integration of computer systems
- researching, analysing, evaluating and monitoring network infrastructure to ensure networks are configured to operate at optimal performance
- assessing and recommending improvements to network operations and integrated hardware, software, communications and operating systems
- providing specialist skills in supporting and troubleshooting network problems and emergencies

- installing, configuring, testing, maintaining and administering new and upgraded networks, software database applications, servers and workstations
- providing network programming in support of specific business needs and requirements
- preparing and maintaining procedures and documentation for network inventory, and recording diagnosis and resolution of network faults, enhancements and modifications to networks, and maintenance instructions
- monitoring network traffic, and activity, capacity and usage to ensure continued integrity and optimal network performance

#### **Occupations:**

263111 Computer Network and Systems Engineer

263112 Network Administrator

263113 Network Analyst

#### **263111 COMPUTER NETWORK AND SYSTEMS ENGINEER**

Plans, develops, deploys, tests and optimises network and system services, taking responsibility for configuration management and overall operational readiness of network systems, especially environments with multiple operating systems and configurations, and provides troubleshooting and fault-finding services for network problems.

Skill Level: 1

#### **Specialisations:**

Computer Network Engineer

Computer Systems Integrator

#### **263112 NETWORK ADMINISTRATOR**

#### **Alternative Titles:**

Network Specialist

Network Support

Installs and maintains hardware and software, documents diagnosis and resolution of faults, manages user passwords, security and inventory documentation, ensures the efficient performance of servers, printers and personal computers, and attends to other operational tasks. May also perform tasks such as help desk support and user training.

Skill Level: 1

#### **Specialisation:**

LAN Administrator

## 263113 NETWORK ANALYST

Alternative Titles:

Network Designer

Network Strategist

Researches and analyses network architecture, and recommends policies and strategies for designing, planning and coordinating an organisation's network such as the total system environment and architecture. May also perform operational tasks such as monitoring system performance, software and hardware upgrades, backups, support and network maintenance.

Skill Level: 1

Specialisations:

Network Architect

Network Consultant

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### UNIT GROUP 2632 ICT SUPPORT AND TEST ENGINEERS

ICT SUPPORT AND TEST ENGINEERS develop procedures and strategies to support, create, maintain and manage technical quality assurance processes and guidelines and systems infrastructure, investigate, analyse and resolve system problems and performance issues, and test the behaviour, functionality and integrity of systems.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience and/or relevant vendor certification may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- scheduling and conducting quality audit inspections, and analysing and reviewing systems, data and documentation
- identifying variations and potential high risk areas in securing adherence to standards and procedures
- recommending corrective action plans and improvements in the resolution of non-compliance with standards detected through monitoring and auditing of processes and procedures
- communicating, educating and liaising with users and management to ensure awareness and adherence

- to standards, procedures and quality control issues and activities
- assisting in troubleshooting, diagnosing, testing and resolving system problems and issues
- developing, conducting and providing technical guidance and training in application software and operational procedures
- analysing, evaluating and diagnosing technical problems and issues such as installation, maintenance, repair, upgrade and configuration and troubleshooting of desktops, software, hardware, printers, Internet, email, databases, operating systems and security systems
- testing, identifying and diagnosing functionality errors and faults in systems, and programming code within established testing protocols, guidelines and quality standards to ensure systems perform to specification
- performing organisational systems architecture reviews and assessments, and recommending current and future hardware and software strategies and directions
- creating and reviewing technical documentation such as procedural, instructional and operational guides and manuals, technical reports and specifications and maintenance inventory systems

### **Occupations:**

263211 ICT Quality Assurance Engineer  
263212 ICT Support Engineer  
263213 ICT Systems Test Engineer  
263299 ICT Support and Test Engineers nec

### **263211 ICT QUALITY ASSURANCE ENGINEER**

Alternative Titles:

Quality Analyst (ICT)  
Quality Manager (ICT)  
Quality Specialist (ICT)

Creates, maintains and manages technical quality assurance processes and procedures to assess efficiency, validity, value and functional performance of computer systems and environments, and audits systems to ensure compliance with, and adherence to, accredited internal and external industry quality standards and regulations. May supervise the work of ICT quality assurance teams.

Skill Level: 1

Specialisations:

Computer Systems Auditor  
Systems Auditor (ICT)

### **263212 ICT SUPPORT ENGINEER**

Alternative Titles:

Support Analyst  
Support Architect

Develops support procedures and strategies for systems, networks, operating systems and applications development, solves problems and provides technical expertise and direction in support of system infrastructure and process improvements, and diagnoses and resolves complex system problems.

Skill Level: 1

## **263213 ICT SYSTEMS TEST ENGINEER**

Alternative Titles:

Systems Tester  
Test Analyst (ICT)

Specifies, develops and writes test plans and test scripts, produces test cases, carries out regression testing, and uses automated test software applications to test the behaviour, functionality and integrity of systems, and documents the results of tests in defect reports and related documentation.

Skill Level: 1

## **263299 ICT SUPPORT AND TEST ENGINEERS NEC**

This occupation group covers ICT Support and Test Engineers not elsewhere classified.

Skill Level: 1

Occupations in this group include:

Usability Architect

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### UNIT GROUP 2633 TELECOMMUNICATIONS ENGINEERING PROFESSIONALS

TELECOMMUNICATIONS ENGINEERING PROFESSIONALS design, construct, install, service and support telecommunications equipment, systems and facilities.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience and/or relevant vendor certification may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- planning, designing, building, configuring and commissioning telecommunications devices, networks and systems, such as voice, radio, two-way, data, microwave, satellite and digital data systems, and ensuring telecommunications systems interconnect with equipment from different manufacturers, service providers and users
- compiling engineering project proposals to define goals, identify scope, background and need, and ascertain cost of equipment, parts and services
- evaluating and procuring new products and services from vendors
- ensuring compliance with laws, regulations, policies and procedures in the provision of



telecommunications systems

- selecting and developing new telecommunications sites by locating sites, filing documents, drawing up documents for approval, drafting construction drawings and following through to approval
- determining appropriate configurations of telecommunications hardware and software, ensuring desired performance of telecommunications equipment
- preparing and interpreting specifications, drawings and regulations for the use of telecommunications equipment
- determining the type and arrangement of circuits, transformers, circuit-breakers, transmission lines and equipment
- identifying and analysing problems and needs of existing telecommunications systems, such as interference, intelligibility and clarity, to determine the most appropriate means of reducing, eliminating and avoiding current and future problems and improve communications
- monitoring telecommunications systems to assess need for updates, upgrades, enhancements, preventive maintenance and new systems
- assessing performance levels of system hardware and software to project future needs, and developing short- and long-term plans for updating equipment, adding capabilities, enhancing existing systems and providing improved telecommunications

#### **Occupations:**

263311 Telecommunications Engineer

263312 Telecommunications Network Engineer

#### **263311 TELECOMMUNICATIONS ENGINEER**

Designs and develops telecommunications systems, devices and products.

Skill Level: 1

Specialisation:

Signals Officer (Army) (NZ) (S)

#### **263312 TELECOMMUNICATIONS NETWORK ENGINEER**

Alternative Titles:

Communications Consultant

Communications Specialist (ICT)

Telecommunications Consultant

Telecommunications Specialist

Plans, designs, and monitors complex telecommunications networks and associated broadcasting equipment.

Skill Level: 1

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### SUB-MAJOR GROUP 27 LEGAL, SOCIAL AND WELFARE PROFESSIONALS

LEGAL, SOCIAL AND WELFARE PROFESSIONALS provide legal, social, vocational and spiritual advice to clients and the community, administer justice, and study human behaviour, society and institutions from current and historical perspectives.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this sub-major group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- assessing, discussing and assisting with the legal, social, vocational and spiritual needs of individuals and the community
- providing legal advice and written opinions on points of law
- presiding over judicial proceedings and pronouncing judgments
- assessing resources for health, welfare, recreation, housing, employment and other community services
- developing, administering and evaluating individual and group treatment programs
- assisting clients to understand and resolve problems
- preparing and conducting services of public worship and acknowledgements of faith in accordance with

- accepted ceremonial requirements
- undertaking historical and cultural research into human activity, and preparing reports of research findings

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### MINOR GROUP 271 LEGAL PROFESSIONALS

LEGAL PROFESSIONALS provide legal advice, prepare and draft legal documents, conduct negotiations on behalf of clients, plead cases in courts and tribunals, hear legal and other matters in courts and tribunals, and interpret, analyse, administer and review the law.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- receiving written information in the form of briefs and verbal instructions concerning legal cases
- researching statutes and previous court decisions relevant to cases
- providing advice and written opinions on points of law
- interviewing clients, and recommending and undertaking appropriate legal action
- preparing cases for court by conducting investigations, undertaking research, arranging witnesses, and giving notice of court actions
- representing clients in court, outlining the facts to the court, calling and questioning witnesses, and making addresses to the court to argue a client's case
- presiding over judicial proceedings and pronouncing judgments in courts of law

- acting individually and as members of administrative and industrial tribunals to resolve disputes

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### UNIT GROUP 2711 BARRISTERS

BARRISTERS plead cases before civil, criminal and industrial courts and other tribunals.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

#### Tasks Include:

- receiving written information in the form of briefs and verbal instructions concerning cases from Solicitors, other specialist Legal Professionals and clients
- providing advice and written opinions on points of law
- conferring with clients and witnesses in preparation for court proceedings
- drawing up pleadings, affidavits and other court documents
- researching statutes and previous court decisions relevant to cases
- outlining the facts to the court, calling and questioning witnesses, and making addresses to the court to argue a client's case
- providing opinion on complex legal issues

may draw up or settle documents

**Occupation:**

271111 Barrister

**271111 BARRISTER**

Pleads cases before civil, criminal and industrial courts and other tribunals. Registration or licensing is required.

Skill Level: 1

Specialisations:

Queen's Counsel  
Senior Counsel (Aus)

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### UNIT GROUP 2712 JUDICIAL AND OTHER LEGAL PROFESSIONALS

JUDICIAL AND OTHER LEGAL PROFESSIONALS hear legal and other matters in courts and tribunals; interpret, analyse, administer and provide advice on the law; and draft legislation.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification and at least five years of relevant experience. Judges require appointment by the government or crown and must have been a Magistrate or an experienced legal practitioner of at least seven years standing. Magistrates must have been a legal practitioner of at least five years standing (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### Tasks Include:

- researching statutes and previous court decisions relevant to cases
- conducting trials and hearings
- calling and questioning witnesses
- hearing and evaluating arguments and evidence in civil and criminal summary matters
- deciding penalties and sentences within statutory limits, such as fines, bonds and detention, awarding damages in civil matters, and issuing court orders

- exercising arbitral powers if resolution is not achieved or seems improbable through conciliation
- preparing settlement memoranda and obtaining signatures of parties
- advising government of legal, constitutional and parliamentary matters and drafting bills and attending committee meetings during consideration of bills
- preparing advice on matters associated with intellectual property rights
- advising clients and agents on legal and technical matters

### **Occupations:**

271211 Judge  
271212 Magistrate  
271213 Tribunal Member  
271214 Intellectual Property Lawyer  
271299 Judicial and Other Legal Professionals nec

### **271211 JUDGE**

Presides over civil and criminal proceedings in a court of law.  
Skill Level: 1

Specialisations:

District Court Judge  
Family Court Justice  
High Court Justice  
Supreme Court Judge  
Youth Court Judge (NZ)

### **271212 MAGISTRATE**

Alternative Title:

Chamber Magistrate

Hears criminal matters to determine whether defendants will be committed for trial and adjudicates minor criminal offences without a jury.  
Skill Level: 1

Specialisations:

Children's Court Magistrate  
Industrial Court Magistrate  
Licensing Court Magistrate

## **271213 TRIBUNAL MEMBER**

Hears industrial, administrative or other disputes to assist in resolving differences and to arbitrate on issues.

Skill Level: 1

Specialisations:

Administrative Appeals Tribunal Member

Industrial Relations Commissioner

Waitangi Tribunal Member (NZ)

## **271214 INTELLECTUAL PROPERTY LAWYER**

Provides legal advice, prepares and drafts legal documents, and conducts negotiations on behalf of clients on matters associated with protecting intellectual capital, utilising patent law, copyright law and licensing.

Registration or licensing is required.

Skill Level: 1

Specialisations:

Patent Attorney

Trade Mark Attorney

## **271299 JUDICIAL AND OTHER LEGAL PROFESSIONALS NEC**

This occupation group covers Judicial and Other Legal Professionals not elsewhere classified. Registration or licensing may be required.

Skill Level: 1

Occupations in this group include:

Family Court Registrar (Aus)

Family Law Mediator

Judicial Registrar (Aus)

Legal Researcher

Legal Officer

Parliamentary Counsel

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### UNIT GROUP 2713 SOLICITORS

SOLICITORS provide legal advice, prepare and draft legal documents, and conduct negotiations on behalf of clients on matters associated with the law.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

#### Tasks Include:

- interviewing clients to determine the nature of problems, and recommending and undertaking appropriate legal action
- preparing cases for court by conducting investigations, undertaking research, arranging witness preparation and attendance, and giving notice of court actions
- representing clients in court
- managing conveyancing and other property matters by preparing contracts of sale, mortgage documents, lease documents and other documents relating to the transfer of land and buildings
- preparing and critically reviewing contracts between parties

- preparing wills
- providing advice on family law, company law, partnerships, commercial law and trusts
- may act as trustee or guardian
- may act as executor of clients' wills

**Occupation:**

271311 Solicitor

**271311 SOLICITOR**

Provides legal advice, prepares and drafts legal documents, and conducts negotiations on behalf of clients on matters associated with the law. Registration or licensing is required.

Skill Level: 1

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### MINOR GROUP 272 SOCIAL AND WELFARE PROFESSIONALS

SOCIAL AND WELFARE PROFESSIONALS provide guidance to clients and the community in social, educational, vocational, relationship and spiritual matters to enable them to overcome difficulties and to find and use resources to achieve particular goals; and study human behaviour, society and institutions from current and historical perspectives.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- assessing resources for health, welfare, recreation, housing, employment and other community services
- providing support while exploring alternatives with clients who experience difficulties such as marital problems, unemployment, illness and drug abuse
- consulting with clients to develop rehabilitation plans taking account of vocational, social, medical and psychological needs
- assisting clients with employment placement and matters relating to education and training

- developing, administering and evaluating individual and group treatment programs
- preparing and conducting services of public worship and acknowledgments of faith, and performing marriages, funerals and special memorial services according to tradition and ecclesiastical and civil law
- undertaking historical and cultural research into human activity, and preparing reports of research findings

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### UNIT GROUP 2721 COUNSELLORS

COUNSELLORS provide information on vocational, relationship, social and educational difficulties and issues, and work with people to help them to identify and define their emotional issues through therapies such as cognitive behaviour therapy, interpersonal therapy and other talking therapies.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- working with clients on career, study and employment options by obtaining and examining information relevant to their abilities and needs
- providing information and resources to assist clients with job-seeking skills
- assessing client needs in relation to treatment for drug and alcohol abuse
- conducting counselling interviews with individuals, couples and family groups
- assisting the understanding and adjustment of attitudes, expectations and behaviour to develop more effective interpersonal and marital relationships
- presenting alternative approaches and discussing potential for attitude and behaviour change

- consulting with clients to develop rehabilitation plans taking account of vocational and social needs
- contributing information, understanding and advice on the learning and behaviour of students, especially those with special needs, and assisting parents and teachers in dealing with these needs
- may work in a call centre

### **Occupations:**

272111 Careers Counsellor  
 272112 Drug and Alcohol Counsellor  
 272113 Family and Marriage Counsellor  
 272114 Rehabilitation Counsellor  
 272115 Student Counsellor  
 272199 Counsellors nec

### **272111 CAREERS COUNSELLOR**

Alternative Title:

Careers Adviser

Provides individuals and groups with information about career choices and assists individuals with self-development.

Skill Level: 1

### **272112 DRUG AND ALCOHOL COUNSELLOR**

Provides support and treatment for people with drug and alcohol dependency problems, develops strategies which assist them to set goals and affect and maintain change, and provides community education. May work in a call centre.

Skill Level: 1

### **272113 FAMILY AND MARRIAGE COUNSELLOR**

Assists individuals, couples and families with marriage and relationship difficulties. May work in a call centre.

Skill Level: 1

Specialisation:

Family Court Counsellor

### **272114 REHABILITATION COUNSELLOR**

Assists physically, mentally and socially disadvantaged people to reintegrate into work and the community.

Skill Level: 1

## **272115 STUDENT COUNSELLOR**

Alternative Title:

School Counsellor

Provides information and assistance to students, parents and teachers about a wide range of matters such as students' personal problems, learning difficulties and special requirements.

Skill Level: 1

## **272199 COUNSELLORS NEC**

This occupation group covers Counsellors not elsewhere classified. Occupations in this group may work in a call centre.

Skill Level: 1

Occupations in this group include:

Gambling Counsellor

Grief Counsellor

Life Coach

Sexual Assault Counsellor (Aus) / Sexual Abuse Counsellor (NZ)

Trauma Counsellor

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### UNIT GROUP 2722 MINISTERS OF RELIGION

MINISTERS OF RELIGION perform spiritual functions associated with beliefs and practices of religious faiths, and provide motivation, guidance and training in religious life for the people of congregations and parishes, and the wider community.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. The occupation in this unit group requires high levels of personal commitment and interest as well as, or in place of, formal qualifications or experience (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### Tasks Include:

- preparing and conducting services of public worship and acknowledgments of faith
- preparing and delivering sermons, homilies and special talks, and planning music for services
- participating in the social and welfare activities of communities, encouraging people to be aware of their responsibilities, and organising participation in community projects
- conducting classes of religious instruction, and supervising prayer and discussion groups, retreats and seminars

conducting premarital and family counselling and referring people to professional service agencies where necessary

- performing marriages, funerals and special memorial services according to tradition and ecclesiastical and civil law
- visiting members of the community in their homes, hospitals and other institutions to provide advice and religious comfort
- keeping records as required by the church and civil law

**Occupation:**

272211 Minister of Religion

**272211 MINISTER OF RELIGION**

Performs spiritual functions associated with beliefs and practices of a religious faith, and provides motivation, guidance and training in religious life for the people of a congregation or parish, and the wider community. This occupation requires high levels of personal commitment and interest as well as, or in place of, formal qualifications or experience. Registration or licensing may be required.

Skill Level: 1

**Specialisations:**

Aboriginal Ceremonial Celebrant (Aus)  
Chaplain  
Imam  
Monk  
Priest  
Rabbi  
Salvation Army Officer

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### UNIT GROUP 2723 PSYCHOLOGISTS

PSYCHOLOGISTS investigate, assess and provide treatment and counselling to foster optimal personal, social, educational and occupational adjustment and development.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### Tasks Include:

- collecting data about clients and assessing their cognitive, behavioural and emotional disorders
- administering and interpreting diagnostic tests and formulating plans for treatment
- developing, administering and evaluating individual and group treatment programs
- consulting with other professionals on details of cases and treatment plans
- conducting research studies of motivation in learning, group performance and individual differences in mental abilities and educational performance
- collecting data and analysing characteristics of students and recommending educational programs



formulating achievement, diagnostic and predictive tests for use by teachers in planning methods and content of instruction

- developing interview techniques, psychological tests and other aids in workplace selection, placement, appraisal and promotion
- conducting surveys and research studies on job design, work groups, morale, motivation, supervision and management
- performing job analyses and establishing job requirements by observing and interviewing employees and managers

### **Occupations:**

272311 Clinical Psychologist

272312 Educational Psychologist

272313 Organisational Psychologist

272314 Psychotherapist

272399 Psychologists nec

### **272311 CLINICAL PSYCHOLOGIST**

Consults with individuals and groups, assesses psychological disorders and administers programs of treatment. Registration or licensing is required.

Skill Level: 1

Specialisations:

Forensic Psychologist

Health Psychologist

Neuropsychologist

### **272312 EDUCATIONAL PSYCHOLOGIST**

Investigates learning and teaching, and develops psychological techniques to foster the development and skills of individuals and groups in educational settings. Registration or licensing is required.

Skill Level: 1

### **272313 ORGANISATIONAL PSYCHOLOGIST**

Alternative Titles:

Industrial Psychologist

Occupational Psychologist

Applies psychological principles and techniques to study occupational behaviour, working conditions and organisational structure, and solve problems of work performance and organisational design. Registration or licensing is required.

Skill Level: 1

## **272314 PSYCHOTHERAPIST**

Provides diagnosis and treatment of mental and emotional disorders using psychotherapeutic methods such as behavioural therapy, biofeedback, relaxation therapy and other techniques.

Skill Level: 1

Specialisation:

Art Psychotherapist or Therapist

## **272399 PSYCHOLOGISTS NEC**

This occupation group covers Psychologists not elsewhere classified. Registration or licensing is required.

Skill Level: 1

Occupations in this group include:

Counselling Psychologist

Sport Psychologist

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### UNIT GROUP 2724 SOCIAL PROFESSIONALS

SOCIAL PROFESSIONALS research and study human behaviour, society and institutions from current and historical perspectives, and verbally render spoken statements, and transcribe text and recorded spoken material from one language into another.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- assembling historical data by consulting sources of information such as historical indexes and catalogues, archives, court records, diaries, newspaper files and other materials
- organising, authenticating, evaluating and interpreting historical, political, sociological, archaeological, anthropological and linguistic data
- undertaking historical and cultural research into human activity, and preparing and presenting research findings
- providing simultaneous and consecutive verbal or signed renditions of speeches into another language
- rendering the meaning and feeling of what is said and signed into another language in the appropriate register and style in a range of settings such as courts, hospitals, schools, workplaces and conferences

- studying original texts and transcripts of recorded spoken material to comprehend subject matter and translating them into another language
- rendering the meaning and feeling of written material, such as literary, legal, technical and scientific texts, into another language in the appropriate register and style, so that it will read as an original piece rather than as a translation

### **Occupations:**

272411 Historian  
 272412 Interpreter  
 272413 Translator  
 272414 Archaeologist  
 272499 Social Professionals nec

### **272411 HISTORIAN**

Researches the history of human activity and prepares accounts of findings.

Skill Level: 1

Specialisations:

Art Historian  
 Cultural Historian  
 Economic Historian  
 Geographical Historian

### **272412 INTERPRETER**

Transfers a spoken or signed language into another spoken or signed language, usually within a limited time frame in the presence of the participants requiring the translation.

Skill Level: 1

Specialisation:

Kai Whakaruruhau (Advisor) (NZ)

### **272413 TRANSLATOR**

Transfers a source text from one language into another, usually within an extended time frame to allow for corrections and modifications and without the presence of the participants requiring the translation.

Skill Level: 1

## 272414 ARCHAEOLOGIST

Studies human activity in the past, primarily through the recovery and analysis of the material culture and environmental data left behind, which includes artifacts, architecture, biofacts and cultural landscapes (the archaeological record).

Skill Level: 1

## 272499 SOCIAL PROFESSIONALS NEC

This occupation group covers Social Professionals not elsewhere classified.

Skill Level: 1

Occupations in this group include:

Anthropologist  
Criminologist  
Geographer  
Heritage Consultant  
Linguist  
Parole Board Member  
Political Scientist  
Sociologist  
Transport Analyst

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### UNIT GROUP 2725 SOCIAL WORKERS

SOCIAL WORKERS assess the social needs of individuals, families and groups, assist and empower people to develop and use the skills and resources needed to resolve social and other problems, and further human wellbeing and human rights, social justice and social development.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### Tasks Include:

- acting as a facilitator between clients in need and community services
- assessing resources for health, welfare, recreation, housing, employment and other community services
- providing leadership and assistance for the implementation of pilot projects in community development and self-help, and planning and implementing research projects to address client needs, organisation goals and social policy
- cooperating with community organisations, social agencies and voluntary groups to improve services and

- develop new services
- conducting individual and family case interviews to identify the nature and extent of clients' problems
- assisting clients to understand and resolve problems by providing information, acting as a mediator and referring them to community and self-help agencies
- analysing, developing, promoting and implementing social policies through the use of practice experience, research, analytic frameworks, and negotiation skills to respond to social need through a fair, equitable and effective allocation of social resources
- monitoring the progress of clients by maintaining contact
- compiling case records and reports

**Occupation:**

272511 Social Worker

**272511 SOCIAL WORKER**

Assesses the social needs of individuals, families and groups, assists and empowers people to develop and use the skills and resources needed to resolve social and other problems, and furthers human wellbeing and human rights, social justice and social development. Registration or licensing may be required.

Skill Level: 1

**Specialisation:**

Whanau Support Worker (Family Support Worker) (NZ)

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### UNIT GROUP 2726 WELFARE, RECREATION AND COMMUNITY ARTS WORKERS

WELFARE, RECREATION AND COMMUNITY ARTS WORKERS design and implement strategies and programs to meet community and individual needs and assist individuals, families and groups with social, emotional and financial difficulties to improve quality of life by educating and supporting them and working towards change in their social environment.

#### Indicative Skill Level:

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### Tasks Include:

- researching and analysing community issues, needs and problems
- developing, evaluating and maintaining community resources and programs
- evaluating data and writing reports such as submissions requesting funding for continuing programs and new projects
- identifying issues of local need, concerns and aspirations through community consultation
- organising local sporting, cultural and recreational events and activities such as community functions,



- hobby classes, community arts projects and sporting competitions
- providing support while exploring alternatives with clients who experience difficulties such as marital problems, unemployment, illness and drug abuse
- assessing risks and providing intensive short-term crisis counselling for victims of domestic violence, child abuse, disasters and other crises
- assisting to establish and administer neighbourhood houses, community groups, employment training programs and other services

**Occupations:**

272611 Community Arts Worker

272612 Recreation Officer (Aus) / Recreation Coordinator (NZ)

272613 Welfare Worker

**272611 COMMUNITY ARTS WORKER**

Alternative Titles:

Community Artist

Community Arts Officer

Identifies issues of local need, concerns and aspirations through community consultation, and designs and implements strategies to facilitate and encourage community arts projects and happenings, and promote the value of community cultural development.

Skill Level: 1

Specialisation:

Community Cultural Development Officer

**272612 RECREATION OFFICER (AUS) / RECREATION COORDINATOR (NZ)**

Alternative Title:

Recreation Adviser

Plans, organises and coordinates recreation facilities and programs through organisations such as local governments, schools, church bodies and youth organisations.

Skill Level: 1

**272613 WELFARE WORKER**

Alternative Title:

## Welfare Case Worker

Assists individuals, families and groups with social, emotional or financial difficulties to improve quality of life, by educating and supporting them and working towards change in their social environment.

Skill Level: 1

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### MAJOR GROUP 3 TECHNICIANS AND TRADES WORKERS

TECHNICIANS AND TRADES WORKERS perform a variety of skilled tasks, applying broad or in-depth technical, trade or industry specific knowledge, often in support of scientific, engineering, building and manufacturing activities.

#### Indicative Skill Level:

Most occupations in this major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV or at least three years of relevant experience (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- carrying out tests and experiments, and providing technical support to Health Professionals, Natural and Physical Science Professionals and Engineering Professionals
- providing technical support to users of computer hardware and software
- fabricating, repairing and maintaining metal, wood, glass and textile products
- repairing and maintaining motor vehicles, aircraft, marine craft and electrical and electronic machines and equipment
- constructing, repairing, fitting-out and finishing buildings and other structures
- operating printing and binding equipment
- preparing and cooking food
- shearing, caring for, training and grooming animals, and assisting Veterinarians
- propagating and cultivating plants, and establishing and maintaining turf surfaces for sporting events
- cutting and styling hair
- operating chemical, gas, petroleum and power generation equipment
- providing technical assistance for the production, recording and broadcasting of artistic performances

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[SUB-MAJOR GROUP 32 Automotive and Engineering Trades Workers](#)

[SUB-MAJOR GROUP 33 Construction Trades Workers](#)

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### SUB-MAJOR GROUP 31 ENGINEERING, ICT AND SCIENCE TECHNICIANS

ENGINEERING, ICT AND SCIENCE TECHNICIANS perform tests and experiments, and provide technical support to Professionals engaged in research, design and development in the areas of agriculture, medicine, science, building, engineering, ICT and telecommunications.

#### Indicative Skill Level:

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- performing scientific tests, experiments and computations and collating and analysing the results

inspecting animals, plants and agricultural produce to ensure compliance with government and industry standards

- developing, operating and maintaining instruments and equipment used in clinical diagnosis and experimental research
- preparing, interpreting, inspecting and revising drawings, plans, diagrams, designs, maps and charts
- installing, testing, repairing and modifying electrical, electronic and mechanical equipment
- estimating quantities and costs of materials
- providing technical support for telecommunications networks, and to users of computer hardware and software

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GROUP 311 Agricultural, Medical and Science Technicians

### MINOR GROUP 311 AGRICULTURAL, MEDICAL AND SCIENCE TECHNICIANS

AGRICULTURAL, MEDICAL AND SCIENCE TECHNICIANS perform tests and experiments, and provide support to Professionals engaged in agriculture, medicine and science including inspecting animals, plants and agricultural produce.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- collecting information and samples and conducting field and laboratory experiments, tests and analyses
- presenting results in graphic and written form by preparing maps, charts, sketches, diagrams and reports
- inspecting animals, plants, agricultural produce and facilities to ensure compliance with government and industry standards with respect to quality, health and licensing
- testing samples of produce for quality, size and purity
- undertaking and assisting in medical analytical procedures, and assisting Anaesthetists, surgical teams and Pharmacists
- checking, calibrating and maintaining test equipment

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[UNIT GROUP 3112 Medical Technicians](#)

[UNIT GROUP 3113 Primary Products Inspectors](#)

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### UNIT GROUP 3111 AGRICULTURAL TECHNICIANS

AGRICULTURAL TECHNICIANS perform tests and experiments, and provide technical support to assist Agricultural Scientists in areas such as research, production, servicing and marketing.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- examining topographical, physical and soil characteristics of farmland to determine its most effective use

- and identify nutrient deficiencies
- assisting in developing new methods of planting, fertilising, harvesting and processing crops to achieve optimum land usage
- identifying pathogenic micro-organisms and insects, parasites, fungi and weeds harmful to crops and livestock, and assisting in devising methods of control
- analysing produce to set and maintain standards of quality
- inspecting livestock to gauge the effectiveness of feed formulae
- assisting in controlled breeding experiments to develop improved crop and livestock strains
- arranging the supply of drugs, vaccines and other chemicals to Farmers and Farm Managers, and giving advice on their use
- collecting and collating data for research
- planning slaughtering, harvesting and other aspects of production processes
- may advise producers on farming techniques and management

**Occupation:**

311111 Agricultural Technician

**311111 AGRICULTURAL TECHNICIAN**

Alternative Title:

Agricultural Technical Officer

Performs tests and experiments, and provides technical support to assist Agricultural Scientists in areas such as research, production, servicing and marketing.

Skill Level: 2

Specialisations:

Agriculture Laboratory Technician  
Artificial Insemination Technical Officer  
Dairy Technician  
Field Crop Technical Officer  
Herd Tester  
Horticultural Technical Officer

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### UNIT GROUP 3112 MEDICAL TECHNICIANS

MEDICAL TECHNICIANS operate anaesthetic, cardiac, operating theatre and medical testing equipment, perform and assist with laboratory tests, and fill prescriptions in support of Health Professionals.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**T**he occupation Pathology Collector (Aus) / Phlebotomist (NZ) has a level of skill commensurate with the

qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Tasks Include:**

- operating equipment used in diagnosing and monitoring disorders of the heart, kidneys, nervous system and hearing, and in anaesthesia
- undertaking and assisting with medical analytical procedures and assisting Anaesthetists and surgical teams
- recording the electrical activity of the heart, from which the heart rate is measured and pattern and rhythm interpreted
- taking, collecting and labelling blood, urine and other samples from patients
- preparing and staining slides and tissue sections for blood and histological examination
- performing diagnostic tests on tissues and body fluids and analysing the chemical constituents of blood, urine, faeces and tissues
- testing for diseases by looking for the presence of antibodies and the products of immune response in samples
- setting up, checking and maintaining operating theatres, anaesthetic workstations, life support machines and associated equipment
- referring prescriptions to Pharmacists and assisting in preparing medications

**Occupations:**

311211 Anaesthetic Technician  
311212 Cardiac Technician  
311213 Medical Laboratory Technician  
311214 Operating Theatre Technician  
311215 Pharmacy Technician  
311216 Pathology Collector (Aus) / Phlebotomist (NZ)  
311299 Medical Technicians nec

**311211 ANAESTHETIC TECHNICIAN**

Prepares and maintains anaesthetic equipment for operating theatres or clinics, and assists Anaesthetists during anaesthetic procedures.

Skill Level: 2

### **311212 CARDIAC TECHNICIAN**

Conducts tests on patients to record heart activity using specialised equipment, recording devices and laboratory instruments in support of Cardiologists and other Medical Practitioners engaged in diagnosing, monitoring and treating heart disease.

Skill Level: 2

Specialisations:

Cardiac Technologist  
Electrocardiographic Technician

### **311213 MEDICAL LABORATORY TECHNICIAN**

Alternative Title:

Medical Laboratory Technical Officer

Performs routine medical laboratory tests and operates diagnostic laboratory equipment under the supervision of Medical Laboratory Scientists and Pathologists. Registration or licensing may be required.

Skill Level: 2

### **311214 OPERATING THEATRE TECHNICIAN**

Prepares and maintains an operating theatre and its equipment, assists the surgical team during operations and provides support to patients in the recovery room.

Skill Level: 2

### **311215 PHARMACY TECHNICIAN**

Alternative Title:

Dispensary Technician

Fills and labels patients' prescriptions under the supervision of a Pharmacist. May record details of, place orders for, take stock of, and store medications and medical supplies and deliver them to patients.

Skill Level: 2

### **311216 PATHOLOGY COLLECTOR (AUS) / PHLEBOTOMIST (NZ)**

Alternative Title:

Specimen Collector

Extracts, collects, labels and preserves blood and other specimens from patients for laboratory analysis.

Skill Level: 3

Specialisation:

Blood Collector

### **311299 MEDICAL TECHNICIANS NEC**

This occupation group covers Medical Technicians not elsewhere classified.

Skill Level: 2

Occupations in this group include:

Audiometrist

Dialysis Technician

Electroencephalographic Technician

Mortuary Technician

Neurophysiological Technician

Ophthalmic Technician

Respiratory Technician

Orthotic and Prosthetic Technician

Perfusionist

Renal Technician

Sleep Technician

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### UNIT GROUP 3113 PRIMARY PRODUCTS INSPECTORS

PRIMARY PRODUCTS INSPECTORS inspect animals, plants and agricultural produce and facilities to ensure compliance with government and industry standards with respect to quality, health and licensing.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### **Tasks Include:**

- inspecting animals, plants and agricultural produce to identify product quality issues, and providing advice

to producers

- auditing and monitoring quality procedures at farms and food handling and processing facilities to ensure compliance with required standards
- testing samples of produce for quality, size and purity
- ensuring that required standards of hygiene are observed at storage, processing and packing facilities and in transport vehicles
- advising primary producers on economic aspects of disease eradication and informing producers and the general public of the health implications of diseases and impurities
- advising on the identification of pests and diseases and on regulations pertaining to grading, packing and loading of products
- examining imported plants and animals, and products, such as timber, seeds and dried fruits, and making quarantine arrangements
- patrolling and investigating waterways for unlawful fishing activities and the removal of protected marine life
- educating, advising and providing information on a wide range of topics relating to fish and their protection
- may initiate or assist in legal action to enforce regulations

### **Occupations:**

311311 Fisheries Officer

311312 Meat Inspector

311313 Quarantine Officer

311399 Primary Products Inspectors nec

### **311311 FISHERIES OFFICER**

Alternative Title:

Fisheries Inspector

Inspects fishing vessels, gear, licences and catches to ensure that fisheries laws and regulations are obeyed.

Skill Level: 2

### **311312 MEAT INSPECTOR**

Inspects animal carcasses, internal organs and meat processing facilities for disease to ensure compliance with government and industry standards with respect to quality and health.

Skill Level: 2

### **311313 QUARANTINE OFFICER**

Alternative Titles:

Biosecurity Officer (Ministry for Primary Industry) (NZ)  
Quarantine Inspector

Inspects incoming animals, plants, and animal and plant products to ensure compliance with laws and regulations to prevent the spread of exotic pests and diseases.

Skill Level: 2

### **311399 PRIMARY PRODUCTS INSPECTORS NEC**

This occupation group covers Primary Products Inspectors not elsewhere classified.

Skill Level: 2

Occupations in this group include:

Dairy Quality Assurance Officer  
Fruit and Vegetable Inspector

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### UNIT GROUP 3114 SCIENCE TECHNICIANS

SCIENCE TECHNICIANS perform tests and experiments, and provide technical support functions to assist with research, design, production and teaching in chemistry, earth sciences, life sciences, and physical sciences.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- preparing materials for experimentation such as freezing and slicing specimens and mixing chemicals
- collecting information and samples
- conducting field and laboratory experiments, tests and analyses
- presenting results in graphic and written form by preparing maps, charts, sketches, diagrams and reports
- performing routine mathematical calculations, and computations of measurements
- controlling the quality and quantity of laboratory supplies by testing samples and monitoring usage
- checking, calibrating and maintaining test equipment
- participating in fabricating, installing and modifying equipment to ensure that critical standards are met
- preparing experiments and demonstrations for science classes

### **Occupations:**

311411 Chemistry Technician  
311412 Earth Science Technician  
311413 Life Science Technician  
311414 School Laboratory Technician  
311415 Hydrographer  
311499 Science Technicians nec

### **311411 CHEMISTRY TECHNICIAN**

Alternative Title:

Chemistry Technical Officer

Performs laboratory tests on organic and inorganic chemicals, analyses test data and carries out technical functions in support of Chemists or Chemical Engineers in a wide variety of areas such as fuels, agricultural products, food, pharmaceuticals, paints, metals, plastics, textiles, detergents, paper, fertilisers and cosmetics.

Skill Level: 2

Specialisations:

Chemical Instrumentation Officer  
Chemical Process Analyst  
Chemistry Laboratory Technician  
Dairy Laboratory Technician  
Petroleum Laboratory Technician  
Sugar Laboratory Assistant

### **311412 EARTH SCIENCE TECHNICIAN**

Alternative Title:

#### Earth Science Technical Officer

Collects and tests earth and water samples, records observations and analyses data in support of Geologists or Geophysicists.

Skill Level: 2

Specialisations:

Earth Science Laboratory Technician  
Geochemical Laboratory Technician  
Geological Technical Officer  
Geoscience Laboratory Technician  
Meteorological Observer  
Seismology Technical Officer  
Soil Science Technical Officer  
Water Resources Technical Officer

### **311413 LIFE SCIENCE TECHNICIAN**

Alternative Title:

#### Life Science Technical Officer

Identifies and collects living organisms and conducts field and laboratory studies in support of Life Scientists or Environmental Scientists.

Skill Level: 2

Specialisations:

Biological Technical Officer  
Botanical Technical Officer  
Ecological Technical Officer  
Environmental Technical Officer  
Fisheries Technical Officer  
Forestry Technical Officer  
Forestry Technician  
Wood Technologist  
Zoology Technical Officer

### **311414 SCHOOL LABORATORY TECHNICIAN**

Prepares experiments and demonstrations, makes up solutions, prepares slides, orders books and equipment, and tidies up laboratories in support of teaching chemistry, earth sciences, life sciences and

physical sciences.

Skill Level: 2

### **311415 HYDROGRAPHER**

Measures, analyses and maintains the flow and quality of water in rivers, lakes, stormwater and sewage, and surveys and maps oceans, seas and rivers.

Skill Level: 2

### **311499 SCIENCE TECHNICIANS NEC**

This occupation group covers Science Technicians not elsewhere classified.

Skill Level: 2

Occupations in this group include:

Calibration Technician

Fibre Technologist

Optics Technical Officer

Physics Technical Officer

Textile Technical Officer

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### MINOR GROUP 312 BUILDING AND ENGINEERING TECHNICIANS

BUILDING AND ENGINEERING TECHNICIANS perform tests and provide technical support to Construction Managers, Architects and Engineering Professionals in research, design, construction, operation and maintenance of equipment, distribution systems and installations, and resource estimation and site inspection.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:



- preparing, interpreting, inspecting and revising drawings, plans, diagrams, designs, maps and charts
- performing complex computations and field and laboratory tests, and recording the results
- installing, testing, repairing and modifying electrical, electronic and mechanical equipment
- estimating quantities and costs of materials
- inspecting buildings, plumbing work, machines, equipment, working conditions and public places to ensure compliance with relevant laws, standards and regulations
- planning, scheduling, coordinating and monitoring maintenance of plant equipment
- testing materials
- overseeing the safety of mining operations and supervising Miners

This section contains the following subsection :

[UNIT GROUP 3121 Architectural, Building and Surveying Technicians](#)

[UNIT GROUP 3122 Civil Engineering Draftspersons and Technicians](#)

[UNIT GROUP 3123 Electrical Engineering Draftspersons and Technicians](#)

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### UNIT GROUP 3121 ARCHITECTURAL, BUILDING AND SURVEYING TECHNICIANS

ARCHITECTURAL, BUILDING AND SURVEYING TECHNICIANS perform technical functions to assist Construction Managers, Architects and Surveyors by supervising and inspecting construction sites, estimating time, costs and resources, inspecting plumbing work, and collecting and evaluating survey data and preparing maps and plans.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Tasks Include:**

- assisting Construction Managers, Architects and Surveyors in planning and organisation
- interpreting plans, regulations and codes of practice
- preparing preliminary sketches, working drawings and specifications
- preparing, editing and revising plans, maps, charts and drawings
- coordinating works programs
- inspecting work and materials for compliance with specifications, regulations and standards
- calculating costs and estimating time scales
- collecting data using surveying instruments and photogrammetric equipment
- performing routine computations and plotting preliminary data

**Occupations:**

312111 Architectural Draftsperson  
312112 Building Associate  
312113 Building Inspector  
312114 Construction Estimator  
312115 Plumbing Inspector  
312116 Surveying or Spatial Science Technician  
312199 Architectural, Building and Surveying Technicians nec

**312111 ARCHITECTURAL DRAFTSPERSON**

Alternative Title:

Architectural Associate

Completes Architects' concepts by preparing drawings and plans, and liaising with builders and contractors.

Skill Level: 2

Specialisation:

Building Drafting Officer

**312112 BUILDING ASSOCIATE**

Supervises construction sites, and organises and coordinates the material and human resources required.

Registration or licensing may be required.

Skill Level: 2

Specialisations:

Building Construction Supervisor  
Clerk of Works

### **312113 BUILDING INSPECTOR**

Alternative Titles:

Building Certifier  
Building Surveyor

Inspects buildings to ensure compliance with laws and regulations and advises on building requirements.  
Registration or licensing may be required.  
Skill Level: 2

Specialisation:

Electrical Installation Inspector

### **312114 CONSTRUCTION ESTIMATOR**

Alternative Title:

Building Estimator

Prepares and delivers estimates and cost plans for construction projects up to the tender settlement stage.  
Skill Level: 2

### **312115 PLUMBING INSPECTOR**

Inspects plumbing work to ensure compliance with relevant standards and regulations. Registration or licensing is required.  
Skill Level: 2

Specialisations:

Drainage Inspector  
Gas Plumbing Inspector  
Sanitary Plumbing and Water Supply Inspector

### **312116 SURVEYING OR SPATIAL SCIENCE TECHNICIAN**

Alternative Title:

GIS Technician

Collects, records and evaluates spatial information and prepares databases, maps, charts and plans in support of Surveyors, Cartographers or Other Spatial Scientists. Registration or licensing may be required.

Skill Level: 2

Specialisations:

Aerial Survey Technician

Photogrammetrist

### **312199 ARCHITECTURAL, BUILDING AND SURVEYING TECHNICIANS NEC**

This occupation group covers Architectural, Building and Surveying Technicians not elsewhere classified.

Skill Level: 2

Occupations in this group include:

Roof Truss Detailer

Structural Steel Detailer

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### UNIT GROUP 3122 CIVIL ENGINEERING DRAFTSPERSONS AND TECHNICIANS

CIVIL ENGINEERING DRAFTSPERSONS AND TECHNICIANS assist in civil engineering research, design, construction, operations and maintenance.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

#### Tasks Include:

- preparing sketches, charts, tabulations, plans and designs for civil engineering works such as drainage, water supply, sewerage reticulation systems, roads, airports, dams, bridges and other structures
- performing and directing fieldwork and laboratory testing
- interpreting work assignment instructions, applying appropriate procedures and selecting equipment
- collecting and analysing data, and carrying out computations
- estimating material costs and ensuring finished works are within specifications, regulations and contract provisions
- inspecting civil engineering works, and organising and supervising maintenance and repair work
- conducting field and laboratory tests of construction materials and soils, and collecting data for traffic surveys

#### **Occupations:**

312211 Civil Engineering Draftsperson

312212 Civil Engineering Technician

#### **312211 CIVIL ENGINEERING DRAFTSPERSON**

Prepares detailed drawings and plans for civil engineering work in support of Civil Engineering Professionals and Engineering Technologists. Registration or licensing may be required.

Skill Level: 2

##### **Specialisations:**

Civil Engineering Design Draftsperson

Plumbing Engineering Draftsperson

Road Design Draftsperson

Sewage Reticulation Drafting Officer

Structural Engineering Drafting Officer

#### **312212 CIVIL ENGINEERING TECHNICIAN**

Conducts tests of construction materials, prepares sketches and tabulations, and assists in estimating costs in support of Civil Engineering Professionals and Engineering Technologists. Registration or licensing may be required.

Skill Level: 2

##### **Specialisations:**

Civil Engineering Assistant

Civil Laboratory Technician

Geotechnical Laboratory Technician

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### UNIT GROUP 3123 ELECTRICAL ENGINEERING DRAFTSPERSONS AND TECHNICIANS

ELECTRICAL ENGINEERING DRAFTSPERSONS AND TECHNICIANS assist in electrical engineering research, design, manufacture, assembly, construction, operation and maintenance of equipment, facilities and distribution systems.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Tasks Include:**

- preparing drawings, plans and diagrams of electrical installations and circuitry
- assisting Electrical Engineers and Engineering Technologists in design and layout of electrical installations and circuitry on substations, switchgear, cabling systems and motor control systems
- collecting data, performing tests and complex calculations, graphing results, and preparing charts and tabulations
- estimating materials costs and quantities
- inspecting designs and finished products for compliance with specifications and regulations
- assembling, installing, testing, calibrating, modifying and repairing electrical equipment and installations to conform with regulations and safety requirements
- undertaking electrical workshop functions such as installing assemblies for protection relays, metering and indicating devices
- assisting with research and experimentation programs

**Occupations:**

312311 Electrical Engineering Draftsperson

312312 Electrical Engineering Technician

**312311 ELECTRICAL ENGINEERING DRAFTSPERSON**

Prepares detailed drawings and plans of electrical installations and circuitry in support of Electrical Engineers and Engineering Technologists. Registration or licensing may be required.

Skill Level: 2

**Specialisations:**

Electrical Engineering Design Draftsperson

Electrical Engineering Detail Draftsperson

Electrical Engineering Drafting Officer

Relays Draftsperson

Substation Design Draftsperson

**312312 ELECTRICAL ENGINEERING TECHNICIAN****Alternative Title:**

Electrical Engineering Technical Officer

Conducts tests of electrical systems, prepares charts and tabulations, and assists in estimating costs in support of Electrical Engineers and Engineering Technologists. Registration or licensing may be required.

Skill Level: 2

Specialisations:

Electrical Engineering Laboratory Technician  
Electrical Instrument Technician

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### UNIT GROUP 3124 ELECTRONIC ENGINEERING DRAFTSPERSONS AND TECHNICIANS

ELECTRONIC ENGINEERING DRAFTSPERSONS AND TECHNICIANS assist in electronic engineering research, design, manufacture, assembly, construction, operation and maintenance of equipment, facilities and distribution systems.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Tasks Include:**

- preparing drawings, plans and diagrams for electronic engineering work
- developing, constructing and testing electronic equipment and associated circuitry in accordance with technical manuals and instructions of Electronics Engineers and Engineering Technologists
- performing tests, graphing results, preparing charts and tabulations
- estimating material costs and quantities
- evaluating performance of equipment
- inspecting designs and finished products for compliance with specifications, drawings, contracts and regulations
- installing, testing, repairing and modifying electronic equipment

**Occupations:**

312411 Electronic Engineering Draftsperson

312412 Electronic Engineering Technician

**312411 ELECTRONIC ENGINEERING DRAFTSPERSON**

Prepares detailed drawings and plans of electronic engineering work in support of Electronics Engineers and Engineering Technologists. Registration or licensing may be required.

Skill Level: 2

Specialisations:

Communications and Data Systems Drafting Officer

Control Systems Drafting Officer

Electronics Detail Draftsperson

**312412 ELECTRONIC ENGINEERING TECHNICIAN**

Conducts tests of electronic systems, collects and analyses data, and assembles circuitry in support of Electronics Engineers and Engineering Technologists. Registration or licensing may be required.

Skill Level: 2

Specialisations:

Aircraft Electronics Technical Officer

Communications Engineering Technical Officer

Communications Engineering Technician

Digital Controls Technical Officer

Flight Surveyor

Printed Circuit Board Designer

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### UNIT GROUP 3125 MECHANICAL ENGINEERING DRAFTSPERSONS AND TECHNICIANS

MECHANICAL ENGINEERING DRAFTSPERSONS AND TECHNICIANS assist in mechanical engineering research, design, manufacture, construction, operation and maintenance of machines, manufacturing equipment, mechanical installations and facilities.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

preparing drawings, plans and designs for mechanical engineering work under the direction of Mechanical Engineers and Engineering Technologists

- assisting Mechanical Engineers and Engineering Technologists in the design of mechanical equipment and plant
- selecting tools and equipment
- assembling and installing new and modified mechanical assemblies, components, machine tools and controls, and hydraulic power systems
- estimating material costs and quantities, and machine requirements
- performing and directing field and laboratory tests
- collecting and analysing data, carrying out complex computations and preparing diagrams
- organising and supervising inspection and maintenance of machines and plant
- ensuring that designs and finished work are within specifications, regulations and contract provisions

### **Occupations:**

312511 Mechanical Engineering Draftsperson

312512 Mechanical Engineering Technician

### **312511 MECHANICAL ENGINEERING DRAFTSPERSON**

Prepares detailed drawings and plans of mechanical engineering work in support of Mechanical Engineers and Engineering Technologists.

Skill Level: 2

Specialisations:

Airconditioning Drafting Officer

Heating and Ventilating Technical Officer

Tool Design Draftsperson

Tool Designer

### **312512 MECHANICAL ENGINEERING TECHNICIAN**

Conducts tests of mechanical systems, collects and analyses data, and assembles and installs mechanical assemblies in support of Mechanical Engineers and Engineering Technologists.

Skill Level: 2

Specialisations:

Boiler Testing Technician

Hydraulic Controls Technician

Mechanical Laboratory Technician

Pipe Testing Technician



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### UNIT GROUP 3126 SAFETY INSPECTORS

SAFETY INSPECTORS inspect machines, equipment, working conditions and public places to ensure compliance with government and industry standards and regulations, in relation to occupational health and safety.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Tasks Include:**

- examining equipment specifications, and inspecting and testing machines, equipment and clothing to ensure compliance with safety standards and serviceability
- inspecting factories and other work sites to ensure compliance with government and industry standards and regulations
- observing workers to ensure protective devices are being utilised according to regulations and that combustible and other hazardous materials are used and stored in accordance with approved procedures
- conducting tests in work areas to detect toxic fumes, explosive gas-air mixtures and other work hazards
- ensuring fire prevention equipment and other safety supplies, such as first aid kits, stretchers and blankets, conform to standards
- assisting in conducting safety meetings and campaigns, and organising training in general safety principles in keeping with regulations
- advising organisations on ways to comply with occupational health and safety legislative requirements
- investigating incidents and fatalities, to determine causes and to collect evidence of non-compliance with occupational health and safety legislation

**Occupation:**

312611 Safety Inspector

**312611 SAFETY INSPECTOR**

Inspects machines, equipment, working conditions and public places to ensure compliance with government and industry standards and regulations, in relation to occupational health and safety. Registration or licensing may be required.

Skill Level: 2

**Specialisations:**

Boilers and Pressure Vessels Inspector

Gas Examiner

Lifts and Cranes Inspector

Mines Inspector

Occupational Health and Safety Inspector

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### UNIT GROUP 3129 OTHER BUILDING AND ENGINEERING TECHNICIANS

This unit group covers Building and Engineering Technicians not elsewhere classified. It includes Maintenance Planners, Metallurgical or Materials Technicians, and Mine Deputies.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Occupations:**

312911 Maintenance Planner  
312912 Metallurgical or Materials Technician  
312913 Mine Deputy  
312999 Building and Engineering Technicians nec

**312911 MAINTENANCE PLANNER**

## Alternative Titles:

Maintenance Scheduler  
Shutdown Coordinator  
Shutdown Planner

Develops maintenance planning strategies, and schedules, coordinates and monitors the maintenance of all plant equipment.

Skill Level: 2

**312912 METALLURGICAL OR MATERIALS TECHNICIAN**

Tests materials as part of mineral and metal processing and refining, or for research into metals, ceramics, polymers and other materials in support of Metallurgists and Materials Engineers. Registration or licensing may be required.

Skill Level: 2

## Specialisations:

Dye Penetrant Testing Technician  
Heat Treatment Technician  
Magnetic Testing Technician  
Metallurgy Laboratory Technician  
Non-destructive Testing Technician  
Petroleum Products Laboratory Technician  
Petroleum Refinery Laboratory Technician  
Pressure Testing Technician  
Ultrasound Technician

**312913 MINE DEPUTY**

Oversees the safety of mining operations and supervises Miners. Registration or licensing is required.

Skill Level: 2

Specialisations:

Mining Technician  
Open Cut Examiner

### **312999 BUILDING AND ENGINEERING TECHNICIANS NEC**

This occupation group covers Building and Engineering Technicians not elsewhere classified. Registration or licensing may be required.

Skill Level: 2

Occupations in this group include:

Aircraft Detail Draftsperson  
Aircraft Systems Technician (Air Force)  
Airframe Technical Officer  
Avionics Systems Technician (Air Force)  
Biomedical Technician  
Corrosion Technician  
Mining Detail Draftsperson  
Shipbuilding Draftsperson

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### MINOR GROUP 313 ICT AND TELECOMMUNICATIONS TECHNICIANS

ICT AND TELECOMMUNICATIONS TECHNICIANS provide support to the development and maintenance of computer infrastructure, web technology and telecommunications networks, and the diagnosis and resolution of technical problems.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience and/or relevant vendor certification may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.



### Tasks Include:

- determining software and hardware requirements to provide solutions for problems
- responding to inquiries about software and hardware problems
- repairing and replacing peripheral equipment such as terminals, printers and modems
- installing and downloading appropriate software, and adapting existing programs to meet users' requirements
- implementing computer networks, and ensuring efficient use of applications and equipment
- designing and maintaining websites
- installing and maintaining microwave, telemetry, multiplexing, satellite and other radio and electromagnetic wave communication systems
- configuring and integrating network and telecommunications technology with computer software, hardware, peripherals and operating systems
- planning the development of customer access telecommunications network infrastructure

This section contains the following subsection :

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[UNIT GROUP 3132 Telecommunications Technical Specialists](#)

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### UNIT GROUP 3131 ICT SUPPORT TECHNICIANS

ICT SUPPORT TECHNICIANS provide support for the deployment and maintenance of computer infrastructure and web technology and the diagnosis and resolution of technical problems.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience and/or relevant vendor certification may substitute for the formal qualifications listed above. In some instances relevant experience may be required in addition to the formal qualification.

#### Tasks Include:

determining software and hardware requirements to provide solutions to problems

- responding to inquiries about software and hardware problems
- adapting existing programs to meet users' requirements
- installing and downloading appropriate software
- ensuring efficient use of applications and equipment
- implementing computer networks
- designing and maintaining websites
- repairing and replacing peripheral equipment such as terminals, printers and modems
- may work in a call centre

**Occupations:**

313111 Hardware Technician

313112 ICT Customer Support Officer

313113 Web Administrator

313199 ICT Support Technicians nec

**313111 HARDWARE TECHNICIAN**

Supports and maintains computer systems and peripherals by installing, configuring, testing, troubleshooting, and repairing hardware.

Skill Level: 2

**313112 ICT CUSTOMER SUPPORT OFFICER**

Alternative Titles:

ICT Help Desk Officer

ICT Help Desk Technician

Systems Support Officer

Provides support, education and guidance in the deployment and maintenance of computer infrastructure and the diagnosis and resolution of technical problems and issues. May work in a call centre.

Skill Level: 2

Specialisations:

Network Support Technician

Operator Command Support Systems (Army)

**313113 WEB ADMINISTRATOR**

Alternative Title:

Web Master

Designs, builds and maintains websites, and provides web technology solutions and services.

Skill Level: 2

### **313199 ICT SUPPORT TECHNICIANS NEC**

This occupation group covers ICT Support Technicians not elsewhere classified.

Skill Level: 2

Occupations in this group include:

Applications Packager

Computer Systems Technician

Telecommunications Computer Systems Technician

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### UNIT GROUP 3132 TELECOMMUNICATIONS TECHNICAL SPECIALISTS

TELECOMMUNICATIONS TECHNICAL SPECIALISTS develop, monitor and carry out technical support functions for telecommunications networks and install computer equipment, computer systems and microwave, telemetry, multiplexing, satellite and other radio and electromagnetic wave communication systems.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience and/or relevant vendor certification may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- installing, maintaining, repairing and diagnosing malfunctions of microwave, telemetry, multiplexing, satellite and other radio and electromagnetic wave communication systems
- configuring and integrating network and telecommunications technology with computer software, hardware, desktops, peripherals, databases and operating systems
- developing and recording logs of the details, locations and status of inventories, parts, equipment and instruments and maintaining the documentation of communication policies, procedures, guidelines and regulations, and quality standards
- providing technical advice and information, and monitoring the performance of complex telecommunications networks and equipment
- planning the development of customer access telecommunications network infrastructure
- liaising with vendors, suppliers, service providers and external resources and monitoring contractual obligations and performance delivery
- providing ongoing operational support in designing, optimising, troubleshooting, diagnosing, repairing and resolving of telecommunications network performance malfunctions, defects and faults

**Occupations:**

313211 Radiocommunications Technician

313212 Telecommunications Field Engineer

313213 Telecommunications Network Planner

313214 Telecommunications Technical Officer or Technologist

**313211 RADIOCOMMUNICATIONS TECHNICIAN**

Installs, maintains, repairs and diagnoses malfunctions of microwave, telemetry, multiplexing, satellite and other radio and electromagnetic wave communication systems.

Skill Level: 2

**313212 TELECOMMUNICATIONS FIELD ENGINEER**

Plans, designs, commissions and monitors complex telecommunications networks and associated equipment, provides technical advice and information, and identifies complex problems and initiates action to resolve them.

Skill Level: 2

**313213 TELECOMMUNICATIONS NETWORK PLANNER**

Plans the development of customer access telecommunications network infrastructure.

Skill Level: 2

### **313214 TELECOMMUNICATIONS TECHNICAL OFFICER OR TECHNOLOGIST**

Carries out specialised design and support functions in telecommunications engineering including optimisation and performance monitoring of telecommunications networks, diagnosis and repair of faults, and the selection and installation of equipment.

Skill Level: 2

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### SUB-MAJOR GROUP 32 AUTOMOTIVE AND ENGINEERING TRADES WORKERS

AUTOMOTIVE AND ENGINEERING TRADES WORKERS construct, repair and maintain motor vehicles and aircraft structures and systems, and cut, shape, cast, join and finish metal, metal parts, subassemblies and precision instruments.

#### Indicative Skill Level:

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:



- diagnosing electrical and mechanical faults in motor vehicles and aircraft
- dismantling engines and electrical systems, and removing damaged panels and interior trim
- repairing and replacing worn and defective parts
- painting repaired vehicle surfaces
- constructing, modifying, painting and upholstering prototype and specialised vehicle bodies
- marking and cutting out metal stock
- shaping stock using hand and machine tools
- shaping metal in moulds
- joining stock and components by welding, soldering, brazing, riveting, bolting, screwing and gluing
- fitting and testing components, and applying protective and decorative finishes to metal products

This section contains the following subsection :

[MINOR GROUP 321 Automotive Electricians and Mechanics](#)

[MINOR GROUP 322 Fabrication Engineering Trades Workers](#)

[MINOR GROUP 323 Mechanical Engineering Trades Workers](#)

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MINOR GROUP 321 Automotive Electricians and Mechanics

### MINOR GROUP 321 AUTOMOTIVE ELECTRICIANS AND MECHANICS

AUTOMOTIVE ELECTRICIANS AND MECHANICS repair and maintain automotive electrical systems and motor vehicle and other internal combustion engines.

Mechanical Engineering Trades Workers are excluded from this minor group. Mechanical Engineering Trades Workers are included in Minor Group 323 Mechanical Engineering Trades Workers.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some

instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- diagnosing electrical and mechanical faults in motor vehicles and small engines
- dismantling engines and electrical systems
- repairing and replacing worn and defective parts
- installing electrical equipment and electronic components in motor vehicles
- testing and adjusting electrical and mechanical systems and parts after repair for proper performance
- performing scheduled maintenance on motor vehicles

This section contains the following subsection :

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[UNIT GROUP 3212 Motor Mechanics](#)

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### UNIT GROUP 3211 AUTOMOTIVE ELECTRICIANS

AUTOMOTIVE ELECTRICIANS install, maintain and repair electrical wiring and electronic components in motor vehicles.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Tasks Include:**

- using test equipment to locate electrical and electronic malfunctions
- dismantling and removing electrical and electronic assemblies and components
- installing electrical equipment and electronic components in motor vehicles
- connecting power-operated vehicle equipment and accessories to power supply
- adjusting engine control systems and timing
- testing and replacing defective alternators, generators, voltage regulators and starter motors
- repairing and replacing faulty ignition and electrical wiring
- replacing defective parts such as fuses, lamps and switches

**Occupation:**

321111 Automotive Electrician

**321111 AUTOMOTIVE ELECTRICIAN**

Alternative Title:

Automotive Electrical Fitter

Installs, maintains and repairs electrical wiring and electronic components in motor vehicles. Registration or licensing may be required.

Skill Level: 3

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### UNIT GROUP 3212 MOTOR MECHANICS

MOTOR MECHANICS repair, maintain and test motor vehicle and other internal combustion engines and related mechanical components.

Motor Vehicle Parts and Accessories Fitters are excluded from this unit group. Motor Vehicle Parts and Accessories Fitters are included in Unit Group 8994 Motor Vehicle Parts and Accessories Fitters.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some

instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Tasks Include:**

- detecting and diagnosing mechanical and electrical faults in engines and parts
- dismantling and removing engine assemblies, transmissions, steering mechanisms and other components, and checking parts
- repairing and replacing worn and defective parts and reassembling mechanical components, and referring to service manuals as needed
- performing scheduled maintenance services, such as oil changes, lubrications and engine tune-ups, to achieve smoother running of vehicles and ensure compliance with pollution regulations
- reassembling engines and parts after being repaired
- testing and adjusting mechanical parts after being repaired for proper performance
- diagnosing and testing parts with the assistance of computers
- may inspect vehicles and issue roadworthiness certificates or detail work required to achieve roadworthiness
- may respond to vehicle breakdown service calls

**Occupations:**

321211 Motor Mechanic (General)

321212 Diesel Motor Mechanic

321213 Motorcycle Mechanic

321214 Small Engine Mechanic

**321211 MOTOR MECHANIC (GENERAL)**

Alternative Title:

Automotive Light Mechanic

Maintains, tests and repairs petrol engines and the mechanical parts of lightweight motor vehicles such as transmissions, suspension, steering and brakes. Registration or licensing may be required.

Skill Level: 3

Specialisations:

Automatic Transmission Mechanic

Automotive Airconditioning Mechanic

Brake Mechanic

Ground Support Equipment Fitter (Air Force)

Roadside Mechanic

Vehicle Mechanic (Army)

### **321212 DIESEL MOTOR MECHANIC**

Maintains, tests and repairs diesel motors and the mechanical parts of trucks, buses and other heavy vehicles such as transmissions, suspension, steering and brakes. Registration or licensing may be required.

Skill Level: 3

Specialisation:

Automotive Heavy Mechanic

### **321213 MOTORCYCLE MECHANIC**

Maintains, tests and repairs the mechanical parts of motorcycles. Registration or licensing may be required.

Skill Level: 3

### **321214 SMALL ENGINE MECHANIC**

Maintains, tests and repairs engines of chainsaws, lawn mowers, garden tractors and other equipment with small engines. Registration or licensing may be required.

Skill Level: 3

Specialisations:

Chainsaw Mechanic

Lawnmower Mechanic

Outboard Motor Mechanic

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MINOR GROUP 322 Fabrication Engineering Trades Workers

### MINOR GROUP 322 FABRICATION ENGINEERING TRADES WORKERS

FABRICATION ENGINEERING TRADES WORKERS cast, shape, cut, join and finish metal.

Panel Beaters and Vehicle Body Builders are excluded from this minor group. Panel Beaters and Vehicle Body Builders are included in Minor Group 324 Panelbeaters, and Vehicle Body Builders, Trimmers and Painters.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some

instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- studying blueprints, drawings and specifications to determine requirements and material, and selecting metal stock
- moulding molten metal, and applying protective and decorative finishes to metal products
- drawing and marking out patterns
- heating metal stock and shaping it using hammers
- cutting stock and moulding components to shape using hand tools, cutting torches and machine tools
- joining components by welding, soldering, brazing, riveting, bolting, screwing and gluing
- finishing products by cleaning, filing, sanding and polishing, and applying protective finishes

This section contains the following subsection :

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[UNIT GROUP 3222 Sheetmetal Trades Workers](#)

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### UNIT GROUP 3221 METAL CASTING, FORGING AND FINISHING TRADES WORKERS

METAL CASTING, FORGING AND FINISHING TRADES WORKERS fabricate mould patterns and form sand moulds and cores for the production of metal castings, heat and hammer metal into shape, and make, repair, coat and polish metal parts and articles.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- selecting metal stock for job requirements
- heating metal in forges and furnaces and hammering, punching and cutting metal using hand tools and machine presses
- tempering and hardening finished articles by quenching in oil or water baths or by cooling gradually in air
- preparing electrolytic and silver solutions for electroforming, and applying solution to the objects to be coated
- setting and adjusting controls to regulate electric current and depositing of coating on objects
- preparing horses' hooves for shoeing, nailing horseshoes to hooves, and trimming hooves
- cutting, trimming, shaping and smoothing stock to form mould patterns
- filling boxes with sand and setting patterns in place, and pouring molten metal into moulds
- applying refractory paint and positioning cores in moulds
- finishing metal and articles by polishing and buffing and applying shellac, lacquer, paint and other finishes

### **Occupations:**

322111 Blacksmith  
 322112 Electroplater  
 322113 Farrier  
 322114 Metal Casting Trades Worker  
 322115 Metal Polisher

### **322111 BLACKSMITH**

Shapes bars, rods and blocks of metal by heating and hammering to produce or repair metal articles.

Skill Level: 3

Specialisations:

Hammer Smith  
 Spring Maker  
 Tool Smith

### **322112 ELECTROPLATER**

Controls plating processes and maintains solutions used to coat metal articles and other parts with non-ferrous metals.

Skill Level: 3

Specialisations:

Anodiser  
 Electroformer  
 Galvaniser

### **322113 FARRIER**

Inspects, trims and shapes horses' hooves, and forms, fits and nails horseshoes.

Skill Level: 3

### **322114 METAL CASTING TRADES WORKER**

Forms sand moulds and cores for the production of metal castings.

Skill Level: 3

Specialisations:

Coremaker

Metal Moulder

### **322115 METAL POLISHER**

Polishes metal to impart smooth, reflective and other finishes.

Skill Level: 3

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### UNIT GROUP 3222 SHEETMETAL TRADES WORKERS

SHEETMETAL TRADES WORKERS mark out, shape, form and join sheetmetal and other materials to make products and components.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### **Tasks Include:**

- studying blueprints, drawings and specifications to determine job, material and equipment requirements
- selecting metal stock, such as stainless steel, galvanised iron, mild steel, aluminium and copper, and checking sizes, gauges and other dimensions of metal stock against specifications
- marking out metal stock with reference points and lines, using templates, gauges and other measuring instruments
- cutting metal stock along guidelines using hand and power shears, guillotines and drills
- shaping and forming cut metal stock into products using folding and bending machines, rollers, presses and hammers
- fitting and assembling components into final products by welding, riveting, soldering, brazing and otherwise joining
- finishing products by polishing, filing, sanding and cleaning assembled products
- may repair damaged sheetmetal products and components
- may specialise in fabrication, or on-site assembly and installation, of sheetmetal products
- may produce aircraft sheet metal components requiring advanced drawing and calculating skills
- may specialise in decorative copperwork

**Occupation:**

322211 Sheetmetal Trades Worker

**322211 SHEETMETAL TRADES WORKER**

Marks out, shapes, forms and joins sheetmetal and other materials to make products and components.

Skill Level: 3

Specialisations:

Metal Spinner  
Sheetmetal Patternmaker

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### UNIT GROUP 3223 STRUCTURAL STEEL AND WELDING TRADES WORKERS

STRUCTURAL STEEL AND WELDING TRADES WORKERS cut, shape, join and repair metal components of iron and steel structures, boilers, pressure vessels and pipes, ships and other vessels.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- studying blueprints, drawings and specifications to determine job requirements
- selecting, cleaning and preparing metal stock
- cutting marked-out metal sections and shapes using hand tools, flame cutting torches and metal cutting machines
- shaping and bending metal sections and pipes using hand and machine tools, and by heating and hammering
- aligning parts to be joined using hand tools and measuring instruments
- joining metal sections using various welding techniques, bolting and riveting
- examining welds for width of bead, penetration and precision
- finishing products by cleaning, polishing, filing and bathing in acidic solutions
- cleaning and smoothing welds by filing, chiselling and grinding

### **Occupations:**

322311 Metal Fabricator

322312 Pressure Welder

322313 Welder (First Class) (Aus) / Welder (NZ)

### **322311 METAL FABRICATOR**

Marks off and fabricates structural steel and other metal stock to make or repair metal products and structures such as boilers and pressure vessels.

Skill Level: 3

Specialisations:

Boilermaker-Welder

Brass Finisher

Metal Fabricator-Welder

Metal Template Maker

Structural Steel Trades Worker

### **322312 PRESSURE WELDER**

Assembles, welds and repairs pressure vessels and pipes to relevant standards.

Skill Level: 3

### **322313 WELDER (FIRST CLASS) (AUS) / WELDER (NZ)**

Fabricates and repairs metal products using various welding techniques.

Skill Level: 3

Specialisation:

Special Class Welder

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MINOR GROUP 323 Mechanical Engineering Trades Workers

### MINOR GROUP 323 MECHANICAL ENGINEERING TRADES WORKERS

MECHANICAL ENGINEERING TRADES WORKERS machine and prepare aircraft systems, metal parts, subassemblies and precision instruments.

Motor Mechanics are excluded from this minor group. Motor Mechanics are included in Unit Group 3212 Motor Mechanics.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some

instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- forming metal stock and castings to fine tolerances using machine tools to press, cut, grind, plane, bore and drill metal
- checking fabricated and assembled metal parts for fit
- fitting parts into machines using hand tools
- dismantling, repairing and replacing defective parts, and testing and reassembling aircraft components and systems and precision instruments
- assembling parts and subassemblies of precision implements, locks, timepieces and firearms
- testing circuits in electronic timepieces and manufactured articles
- making and repairing tools, equipment and engineering patterns

This section contains the following subsection :

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[UNIT GROUP 3232 Metal Fitters and Machinists](#)

[UNIT GROUP 3233 Precision Metal Trades Workers](#)

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### UNIT GROUP 3231 AIRCRAFT MAINTENANCE ENGINEERS

AIRCRAFT MAINTENANCE ENGINEERS maintain and repair aircraft structures, and avionic and mechanical systems.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Tasks Include:**

- dismantling, inspecting, testing, repairing and reassembling aircraft engines, ancillary motors and engine accessories, electrical systems, and subassemblies of aircraft frames
- installing electrical circuits and equipment
- testing aircraft communication equipment, aircraft instrumentation and electronic systems using electronic testing equipment and specialised test apparatus
- replacing and testing aircraft oxygen system components
- assembling parts and subassemblies of aircraft frames
- conducting routine pre-flight inspections of engines, aircraft frames and mechanical systems
- maintaining records of action taken
- may manufacture aircraft electrical, instrument and radio hardware components

**Occupations:**

323111 Aircraft Maintenance Engineer (Avionics)

323112 Aircraft Maintenance Engineer (Mechanical)

323113 Aircraft Maintenance Engineer (Structures)

**323111 AIRCRAFT MAINTENANCE ENGINEER (AVIONICS)**

Inspects, tests, aligns, repairs and installs aircraft electrical and avionic system components. Registration or licensing may be required.

Skill Level: 3

Specialisations:

Aircraft Maintenance Engineer (Electrical)

Aircraft Maintenance Engineer (Instruments)

Aircraft Maintenance Engineer (Radio)

Avionics Technician (Defence)

Licensed Aircraft Maintenance Engineer (Electrical)

Licensed Aircraft Maintenance Engineer (Instruments)

Licensed Aircraft Maintenance Engineer (Radio)

**323112 AIRCRAFT MAINTENANCE ENGINEER (MECHANICAL)**

Inspects, tests, repairs and installs aircraft hydromechanical and flight system components and aircraft engines, subassemblies and components. Registration or licensing may be required.

Skill Level: 3

Specialisations:



Aircraft Maintenance Engineer (Airframes)  
Aircraft Maintenance Engineer (Engines)  
Aircraft Technician (Air Force, Army)  
Aviation Technician Aircraft (Navy)  
Licensed Aircraft Maintenance Engineer (Airframes)  
Licensed Aircraft Maintenance Engineer (Engines)

### **323113 AIRCRAFT MAINTENANCE ENGINEER (STRUCTURES)**

Inspects, dismantles and reassembles aircraft structures, and repairs and replaces components of aircraft frames. Works with both metal and carbon fibre composite materials. Registration or licensing may be required.

Skill Level: 3

Specialisation:

Aircraft Structural Fitter (Air Force, Army)

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### UNIT GROUP 3232 METAL FITTERS AND MACHINISTS

METAL FITTERS AND MACHINISTS fit and assemble fabricated metal parts into products, set up machining tools, production machines and textile machines, and operate machining tools and machines to shape metal stock and castings.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- studying drawings and specifications to determine suitable material, method and sequence of operations, and machine settings
- fitting fabricated metal parts into products and assembling metal parts and subassemblies to produce machines and equipment
- checking fabricated and assembled metal parts for accuracy, clearance and fit using precision measuring instruments
- setting guides, stops and other controls on machining tools, setting up prescribed cutting and shaping tools and dies in machines and presses, and setting controls for textile machines
- forming metal stock and castings to fine tolerances using machining tools to press, cut, grind, plane, bore and drill metal
- cutting, threading, bending and installing hydraulic and pneumatic pipes and lines
- preparing pattern mechanisms to control the operation of textile machines used to spin, weave, knit, sew and tuft fabric
- diagnosing faults and performing operational maintenance of machines, and overhauling and repairing mechanical parts and fluid power equipment
- may erect machines and equipment on-site

#### **Occupations:**

323211 Fitter (General)

323212 Fitter and Turner

323213 Fitter-Welder

323214 Metal Machinist (First Class)

323215 Textile, Clothing and Footwear Mechanic

323299 Metal Fitters and Machinists nec

#### **323211 FITTER (GENERAL)**

Fits and assembles metal parts and subassemblies to fabricate production machines and other equipment.

Skill Level: 3

Specialisations:

Computer Numeric Control Setter

Diesel Fitter-Mechanic

Fitter-Machinist

Fitter-Mechanic

Maintenance Fitter

Mechanic (Diesel and Heavy Earthmoving Equipment)

Plant Mechanic

#### **323212 FITTER AND TURNER**

Fits, assembles, grinds and shapes metal parts and subassemblies to fabricate production machines and other equipment.

Skill Level: 3

Specialisation:

Fitter Armament (Army)

### **323213 FITTER-WELDER**

Fits, assembles and welds metal parts and subassemblies to fabricate production machines and other equipment.

Skill Level: 3

### **323214 METAL MACHINIST (FIRST CLASS)**

Sets up and operates machine tools to shape and form metal stock and castings to fine tolerances, using detailed drawings and specifications.

Skill Level: 3

Specialisations:

Aircraft Machinist

Automotive Machinist

Metal Machine Setter

Metal Turner

Milling Machinist

Vertical Borer

### **323215 TEXTILE, CLOTHING AND FOOTWEAR MECHANIC**

Sets up, adjusts and maintains industrial or domestic sewing machines, or machines used in the production of yarn, textiles or footwear.

Skill Level: 3

Specialisations:

Loom Tuner

Sewing Machine Mechanic

Textile Machine Mechanic

## 323299 METAL FITTERS AND MACHINISTS NEC

This occupation group covers Metal Fitters and Machinists not elsewhere classified.

Skill Level: 3

Occupations in this group include:

Printing Engineer

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### UNIT GROUP 3233 PRECISION METAL TRADES WORKERS

PRECISION METAL TRADES WORKERS fabricate, assemble, maintain and repair metal precision instruments.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Tasks Include:**

- assembling parts and subassemblies of precision instruments, locks, timepieces and firearms
- dismantling precision instruments, locks, timepieces and firearms, repairing and replacing defective parts, and reassembling articles using hand and power tools and specially designed machines
- inscribing letters, figures and designs on surfaces of jewellery, trophies and other ornamental items
- installing security systems, changing tumblers in locks, changing locks, cutting keys and opening locks by manipulation
- calibrating precision instruments using standard weights and measures, jigs and fixtures, and hand tools to adjust and align parts and small balancing weights
- making blades for circular, band and other power saws and repairing, setting and sharpening blades for hand and power saws
- testing circuits in electronic timepieces
- may estimate costs and prepare quotes for repairs

**Occupations:**

323311 Engraver

323312 Gunsmith

323313 Locksmith

323314 Precision Instrument Maker and Repairer

323315 Saw Doctor

323316 Watch and Clock Maker and Repairer

**323311 ENGRAVER**

Inscribes letters, figures and designs on metal, glass, wood, rubber, plastic and other surfaces.

Skill Level: 3

**323312 GUNSMITH**

Modifies, services and repairs rifles, revolvers and other firearms. Registration or licensing is required.

Skill Level: 3

**323313 LOCKSMITH**

Installs and maintains locks and related security devices and systems. Registration or licensing is required.

Skill Level: 3

Specialisation:

Safemaker

### **323314 PRECISION INSTRUMENT MAKER AND REPAIRER**

Assembles, calibrates, installs and overhauls mechanical precision instruments and equipment.

Skill Level: 3

Specialisations:

Camera Repairer

Scalemaker

Scientific Instrument Maker and Repairer

### **323315 SAW DOCTOR**

Repairs, sets and sharpens blades for circular, band and other saws.

Skill Level: 3

Specialisation:

Saw Sharpener

### **323316 WATCH AND CLOCK MAKER AND REPAIRER**

Makes, repairs, cleans and adjusts watches and clocks.

Skill Level: 3

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### UNIT GROUP 3234 TOOLMAKERS AND ENGINEERING PATTERNMAKERS

TOOLMAKERS AND ENGINEERING PATTERNMAKERS make and repair tools, dies, jigs, fixtures and other precision parts and equipment to fine tolerances for machine tools and other production machinery, and construct full-size engineering, visual and experimental models and models for the manufacture of prototype developmental products.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- studying drawings and specifications to determine dimensions and tolerances of articles to be manufactured and models to be constructed
- measuring and marking out metal stock and castings using various gauges
- shaping metal and wood stock using machine tools
- checking accuracy of manufactured articles and finished patterns to fine tolerances, using precision measuring instruments
- testing and modifying manufactured articles
- applying protective finishes to patterns and painting pattern sections to indicate method of assembly
- assembling pattern sections and shaping work pieces to specified finish
- pouring and spreading materials into moulds and over models of patterns, and building laminations of fibreglass cloth and plastic resin to fabricate patterns
- repairing broken and damaged patterns and correcting patterns to compensate for defects in casting
- constructing templates for layout and inspection

**Occupations:**

323411 Engineering Patternmaker

323412 Toolmaker

**323411 ENGINEERING PATTERNMAKER**

Constructs full-size engineering models usually made out of timber, which are used in manufacturing to produce metal castings, copy models, vacuum form tooling and tooling for the automotive, aircraft or fibreglass industries.

Skill Level: 3

**323412 TOOLMAKER**

Makes and repairs tools, dies, jigs, fixtures and other precision parts and equipment to fine tolerances for machine tools and other production machinery.

Skill Level: 3

Specialisations:

Die Caster

Die Sinker

Jigmaker (Metal)

Plastic Mould Maker

Press-tool Maker

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MINOR GROUP 324 Panelbeaters, and Vehicle Body Builders, Trimmers and Painters

### MINOR GROUP 324 PANELBEATERS, AND VEHICLE BODY BUILDERS, TRIMMERS AND PAINTERS

PANELBEATERS, AND VEHICLE BODY BUILDERS, TRIMMERS AND PAINTERS repair damage to motor vehicle bodies; construct purpose-built vehicle bodies; fit, repair and replace interior trim and upholstery in vehicles; and paint vehicles.

Fabrication Engineering Trades Workers are excluded from this minor group. Fabrication Engineering Trades Workers are included in Minor Group 322 Fabrication Engineering Trades Workers.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- removing, replacing and repairing damaged panels and parts using mechanical and hydraulic equipment
- filling depressions with plastic filler and chiselling and sanding surfaces
- constructing framework sections in metal, wood, fibreglass and other materials using stretching and shrinking machines and welding equipment
- bolting, screwing, riveting and welding sections together to form complete frameworks
- cutting and shaping panels of sheetmetal, aluminium and reinforced plastic and attaching to frameworks using hand and power tools
- preparing new vehicle trim work according to drawings and sketches, and removing old coverings and fittings from vehicles and taking new measurements
- selecting and cutting pieces of fabric, vinyl and leather and sewing pieces together using heavy-duty sewing machines
- installing and attaching interior lining, floor coverings, armrests, door trims, rubber seals, locks and handles
- masking areas not to be painted by covering with masking tape and paper
- selecting and mixing paint shades to match vehicle colour
- applying primer and finish coats with spray-guns, and sanding surfaces between coats

This section contains the following subsection :

[UNIT GROUP 3241 Panelbeaters](#)

[UNIT GROUP 3242 Vehicle Body Builders and Trimmers](#)

[UNIT GROUP 3243 Vehicle Painters](#)

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### UNIT GROUP 3241 PANELBEATERS

PANELBEATERS repair damage to metal, fibreglass and plastic body work on vehicles, and form replacement vehicle panels.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Tasks Include:**

- removing damaged panels and parts, and removing upholstery and accessories to gain access
- removing dents by hammering panels
- straightening damaged vehicles and parts using mechanical and hydraulic equipment
- replacing badly damaged sections with new or second-hand panels
- filling depressions with plastic filler, and filing, grinding and sanding repaired surfaces
- cutting and joining replacement sections using welding equipment
- fitting repaired or replacement panels on vehicles and refitting body hardware such as door locks and trims
- may assist vehicle body builders in constructing and restoring custom-designed, vintage and other specialty vehicles
- may spray-paint vehicles

**Occupation:**

324111 Panelbeater

**324111 PANELBEATER**

Alternative Title:

Collision Repairer

Repairs damage to metal, fibreglass and plastic body work on vehicles and forms replacement vehicle panels. Registration or licensing may be required.

Skill Level: 3

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### UNIT GROUP 3242 VEHICLE BODY BUILDERS AND TRIMMERS

VEHICLE BODY BUILDERS AND TRIMMERS manufacture and repair prototype production units and purpose-built vehicle bodies, and install, repair and replace the interior trim of vehicles.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Tasks Include:**

- constructing framework sections in metal, wood, fibreglass and other materials using shaping machines and cutting and welding equipment
- bolting, screwing, riveting and welding sections together to form complete frameworks
- cutting and shaping panels of sheetmetal, aluminium and reinforced plastic and attaching to frameworks using hand and power tools
- modifying assembly line vehicles to special requirements
- preparing new vehicle trim work according to drawings and sketches, and removing old coverings and fittings from vehicles and taking new measurements
- selecting and cutting pieces of fabric, vinyl and leather and sewing pieces together using heavy-duty sewing machines
- installing internal trim in vehicles such as lining, floor coverings and armrests
- attaching door trims, rubber seals, locks and handles

**Occupations:**

324211 Vehicle Body Builder

324212 Vehicle Trimmer

**324211 VEHICLE BODY BUILDER**

Alternative Title:

Vehicle Body Maker

Manufactures and repairs prototype production units and purpose-built vehicle bodies such as buses, trucks, fire engines and caravans. Registration or licensing may be required.

Skill Level: 3

Specialisation:

Coach Builder

**324212 VEHICLE TRIMMER**

Installs, repairs and replaces the interior trim of vehicles such as seats, linings, floor coverings and door trims. Registration or licensing may be required.

Skill Level: 3

Specialisation:

Vehicle Upholsterer

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### UNIT GROUP 3243 VEHICLE PAINTERS

VEHICLE PAINTERS prepare surfaces of vehicles, match and mix colours and apply paint.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

#### **Tasks Include:**

- removing rough spots on vehicle panels
- sanding surfaces by hand and with power sanders
- masking areas not to be painted with tape and paper
- colour matching and mixing paints to match paint shades, and selecting pre-mixed paint
- applying primer and finishing coats using spray-guns, and sanding surfaces between coats
- touching up paintwork and applying polish to vehicles
- removing masking papers, and waxing and polishing finished paintwork
- painting signs and artwork on vehicles
- treating vehicles with rust-proofing chemicals

**Occupation:**

324311 Vehicle Painter

**324311 VEHICLE PAINTER**

Alternative Title:

Vehicle Refinisher

Prepares surfaces of vehicles, matches and mixes colours and applies paint. Registration or licensing may be required.

Skill Level: 3

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### SUB-MAJOR GROUP 33 CONSTRUCTION TRADES WORKERS

CONSTRUCTION TRADES WORKERS construct and repair buildings and other structures, apply final finishes such as plaster, painting and flooring, make and install glass products, and provide plumbing, drainage and mechanical services.

#### Indicative Skill Level:

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- studying drawings and plans, and estimating quantities of materials required
- laying bricks and blocks, spreading mortar between joints, and removing excess mortar
- erecting frameworks, roof frames, roofs and walls
- laying flooring, carpets and tiles
- painting and wallpapering surfaces
- applying plaster and cement coatings to walls
- building and installing fittings
- making and installing glass products
- installing plumbing and drainage systems, guttering and other rainwater systems
- installing gas appliances and airconditioning piping and ducting

This section contains the following subsection :

[MINOR GROUP 331 Bricklayers, and Carpenters and Joiners](#)

[MINOR GROUP 332 Floor Finishers and Painting Trades Workers](#)

[MINOR GROUP 333 Glaziers, Plasterers and Tilers](#)

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Bricklayers, and Carpenters and Joiners

### MINOR GROUP 331 BRICKLAYERS, AND CARPENTERS AND JOINERS

BRICKLAYERS, AND CARPENTERS AND JOINERS construct and erect buildings and other structures of brick, stone and timber.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- studying plans and specifications to determine materials required, dimensions and installation procedures
- erecting frameworks, roof framing and scaffolding, and laying sub-floors and floorboards
- operating machines and hand tools to cut and shape stones, bricks and timber
- laying bricks and stone blocks in rows and securing with mortar to construct walls
- assembling prepared wood to form structures ready to install
- nailing fascia panels, sheathing roofs, and fitting wall cladding and door and window frames
- checking vertical and horizontal alignment

This section contains the following subsection :

[UNIT GROUP 3311 Bricklayers and Stonemasons](#)

[UNIT GROUP 3312 Carpenters and Joiners](#)

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### UNIT GROUP 3311 BRICKLAYERS AND STONEMASONS

BRICKLAYERS AND STONEMASONS lay bricks, pre-cut stones and other types of building blocks in mortar to construct and repair walls, partitions, arches and other structures, and cut and shape hard and soft stone blocks and masonry slabs for the construction and renovation of stone structures and monumental masonry.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Tasks Include:**

- studying plans and specifications to determine materials required, dimensions and installation procedures
- erecting and dismantling restricted height scaffolding
- sealing foundations with damp-resistant materials and spreading layers of mortar to serve as base and binder for blocks using trowels
- laying bricks in rows, designs and shapes, and spreading mortar between joints
- embedding blocks in mortar and removing excess mortar
- checking vertical and horizontal alignment
- cutting, shaping and polishing stones and bricks using machines and hand tools, and shaping bricks to fit irregular spaces
- repairing and maintaining bricks, cement blocks and related structures
- designing and cutting monumental masonry and lettering
- constructing walls using stone slabs and large masonry slab blocks

**Occupations:**

331111 Bricklayer

331112 Stonemason

**331111 BRICKLAYER**

Alternative Title:

Blocklayer

Lays bricks, pre-cut stone and other types of building blocks in mortar to construct and repair walls, partitions, arches and other structures. Registration or licensing may be required.

Skill Level: 3

Specialisations:

Chimney Builder

Refractory Bricklayer

Retort Setter (Bricklaying)

Tuckpointer

**331112 STONEMASON**

Cuts and shapes hard and soft stone blocks and masonry slabs to construct and renovate stone structures and monumental masonry. Registration or licensing may be required.

Skill Level: 3

Specialisations:

Construction Stonemason  
Monumental Stonemason

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### UNIT GROUP 3312 CARPENTERS AND JOINERS

CARPENTERS AND JOINERS construct, erect, install, renovate and repair structures and fixtures made of wood, plywood, wallboard and other materials, and cut, shape and fit timber parts to form structures and fittings.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Tasks Include:**

- studying drawings and specifications to determine materials required, dimensions and installation procedures
- ordering and selecting timbers and materials, and preparing layouts
- cutting materials, and assembling and nailing cut and shaped parts
- erecting framework and roof framing, laying sub-flooring and floorboards and verifying trueness of structures
- nailing fascia panels, sheathing roofs, and fitting exterior wall cladding and door and window frames
- assembling prepared wood to form structures and fittings ready to install
- cutting wood joints
- may construct concrete formwork
- may repair existing fittings
- may work with plastic laminates, perspex and metals

**Occupations:**

331211 Carpenter and Joiner

331212 Carpenter

331213 Joiner

**331211 CARPENTER AND JOINER**

Constructs and installs structures and fixtures of wood, plywood, and wallboard, and cuts, shapes and fits timber parts to form structures and fittings. Registration or licensing may be required.

Skill Level: 3

Specialisation:

Shopfitter

**331212 CARPENTER**

Constructs, erects, installs, renovates and repairs structures and fixtures of wood, plywood, wallboard and other materials. Registration or licensing may be required.

Skill Level: 3

Specialisations:

Fixing Carpenter

Formwork Carpenter

Prop and Scenery Maker

## 331213 JOINER

Cuts, shapes and fits timber parts in workshops to form structures and fittings, ready for installation.  
Registration or licensing may be required.

Skill Level: 3

Specialisations:

Joinery Machinist  
Joinery Patternmaker  
Joinery Setter-out

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Floor Finishers and Painting Trades Workers

### MINOR GROUP 332 FLOOR FINISHERS AND PAINTING TRADES WORKERS

FLOOR FINISHERS AND PAINTING TRADES WORKERS install and repair soft and resilient floor coverings, and apply paint, varnish, wallpaper and other finishes to protect, maintain and decorate the surfaces of buildings and structures.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- measuring areas to be covered and consulting plans to estimate quantities of floor covering materials required
- preparing surfaces by removing old floor coverings, paint and wallpaper, fixing woodwork, filling holes and cracks, smoothing and sealing surfaces, and removing baseboard trims
- measuring, cutting and fixing underlay materials
- laying underlay and covering materials on floors, matching patterns, cutting shapes around fixtures and trimming edges
- selecting and preparing paints to required colours by mixing portions of pigment, oil, thinning and drying additives
- applying paints, varnishes and stains to surfaces using brushes, rollers and sprays, and hanging wallpaper

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### UNIT GROUP 3321 FLOOR FINISHERS

FLOOR FINISHERS measure, cut, install and repair soft and resilient floor coverings.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

#### **Tasks Include:**

- measuring areas to be covered and consulting plans to estimate quantities of floor covering materials required
- preparing surfaces for covering and removing baseboard trims
- measuring, cutting and fixing underlay materials
- laying coverings, such as carpets, linoleum, parquetry blocks, cork tiles and other resilient flooring materials, over floors, matching patterns, cutting shapes around fixtures and trimming edges
- securing floor coverings and fitting edge trims in doorways
- sanding, staining and applying finishing coatings to timber floors
- may install wall, ceiling, counter and bench coverings

**Occupation:**

332111 Floor Finisher

**332111 FLOOR FINISHER**

Measures, cuts, installs and repairs soft and resilient floor coverings. Registration or licensing may be required.

Skill Level: 3

Specialisations:

Carpet Layer

Parquetry Layer

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### UNIT GROUP 3322 PAINTING TRADES WORKERS

PAINTING TRADES WORKERS apply paint, varnish, wallpaper and other finishes to protect, maintain and decorate surfaces of buildings and structures.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Tasks Include:**

- erecting scaffolding and ladders, and placing drop sheets to protect adjacent areas from paint splattering
- preparing surfaces by removing old paint and wallpaper, fixing woodwork, filling holes and cracks, and smoothing and sealing surfaces
- selecting and preparing paints to required colours by mixing portions of pigment, oil, and thinning and drying additives
- applying paints, varnishes and stains to surfaces using brushes, rollers and sprays
- hanging wallpaper, matching patterns and trimming edges
- cleaning equipment and work areas
- may repair windows and replace glass in wooden and metal frames
- may lay and repair wall and floor tiles

**Occupation:**

332211 Painting Trades Worker

**332211 PAINTING TRADES WORKER**

Applies paint, varnish, wallpaper and other finishes to protect, maintain and decorate surfaces of buildings and structures. Registration or licensing may be required.

Skill Level: 3

Specialisation:

Paperhanger

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Glaziers, Plasterers and Tilers

### MINOR GROUP 333 GLAZIERS, PLASTERERS AND TILERS

GLAZIERS, PLASTERERS AND TILERS cut and install flat glass, apply plaster and secure plasterboard and suspended ceilings, and lay tiles on roofs, walls and floors.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- studying drawings and taking measurements to determine materials required
- preparing surfaces and materials by removing old tiles, grout and adhesive, mixing plaster and cement, and marking and cutting glass
- installing glass and mirrors in windows, skylights, display cases, interior walls and ceilings
- measuring, marking and cutting plasterboard, lifting and positioning panels, and securing them to walls, ceilings and battens
- applying coats of plaster to structures using trowels, and levelling and smoothing coats to uniform thickness
- aligning starter rows of roofing material with edges of roofs, securing with wire, staples or nails, and overlapping successive layers of tiles
- spreading adhesive onto prepared surfaces and tiles, and setting tiles in position
- grouting tiles, and ensuring surfaces are waterproof

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### UNIT GROUP 3331 GLAZIERS

GLAZIERS measure, cut, finish, fit and install flat glass and mirrors.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- determining type and dimensions of glass required

- laying glass over patterns on padded tables and in jigs
- measuring and marking glass for cutting
- examining glass and marking defective areas
- cutting along patterns and templates
- breaking off sheets and excess glass with notched tools and glass pliers
- installing glass and mirrors in windows, skylights, display cases, interior walls and ceilings
- smoothing rough edges using belt sanders and smoothing wheels
- may coat, cut, etch, trim and treat glass to achieve special effects

**Occupation:**

333111 Glazier

**333111 GLAZIER**

Measures, cuts, finishes, fits and installs flat glass and mirrors.

Skill Level: 3

Specialisations:

Glass Beveller  
Glass Embosser  
Glass Etcher  
Glass Silverer

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### UNIT GROUP 3332 PLASTERERS

PLASTERERS apply and fix plasterboard partitions, suspended ceilings, fire rating systems, acoustic tiles, and composite wall linings to buildings, and apply decorative and protective coverings of plaster, cement and similar materials to the interiors and exteriors of structures.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Tasks Include:**

- determining plasterboard layout, and installing insulation and vapour barriers
- measuring, marking and cutting plasterboard, lifting and positioning panels, and securing them to walls, ceilings and battens
- preparing corner beads and securing them in position
- fixing pre-cast cornices, panel mouldings, ceiling centres and other plaster fittings
- covering joints and nail holes with wet plaster and sealing compounds, and smoothing them using wet brushes and sand paper
- mixing and applying coats of plaster, cement and render to structures using trowels, and levelling and smoothing coats to uniform thickness
- plumbing and straightening corners, angles and wall and ceiling surfaces
- creating decorative textures in finishing coats
- applying and finishing acoustic, insulating and fireproofing materials bonded with plaster, plastic cement and similar materials

**Occupations:**

333211 Fibrous Plasterer

333212 Solid Plasterer

**333211 FIBROUS PLASTERER**

Applies and fixes plasterboard partitions, suspended ceilings, fire rating systems, acoustic tiles, and composite wall linings to buildings. Registration or licensing may be required.

Skill Level: 3

Specialisation:

Dry Wall Plasterer

**333212 SOLID PLASTERER**

Applies decorative and protective coverings of plaster, cement and similar materials to the interiors and exteriors of structures. Registration or licensing may be required.

Skill Level: 3

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### UNIT GROUP 3333 ROOF TILERS

ROOF TILERS cover roofs with tiles, sheets and shingles to form a waterproof surface.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

#### **Tasks Include:**

- studying drawings, specifications and work sites to determine materials required
- erecting ladders and scaffolds
- placing and securing waterproof sheets over eaves
- nailing and stapling roofing underlay to roofs
- aligning starter rows of roofing material with edges of roofs, securing with wire, staples and nails, and overlapping successive layers of tiles
- sizing and cutting roofing material to fit around vents, chimney edges, corners and ridges
- fixing edge and ridge tiles in cement mortar
- slipping roofing material under pre-fabricated flashing and nailing it down
- caulking and flashing exposed nail heads to prevent leaks

**Occupation:**

333311 Roof Tiler

**333311 ROOF TILER**

Cover roofs with tiles, sheets and shingles to form a waterproof surface. Registration or licensing may be required.

Skill Level: 3

**Specialisations:**

Roof Fixer  
Roof Shingler  
Roof Slater

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### UNIT GROUP 3334 WALL AND FLOOR TILERS

WALL AND FLOOR TILERS lay ceramic, clay, slate, marble and glass tiles on external and internal walls and floors to provide protective and decorative finishes.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.



**Tasks Include:**

- examining plans, measuring and marking surfaces and laying out work
- preparing wall and floor surfaces by removing old tiles, grout and adhesive, filling holes and cracks, and cleaning surfaces
- spreading adhesive onto prepared surfaces and tiles, and setting tiles in position
- using tile-cutting tools to cut and shape tiles needed for edges and corners, and around objects such as fittings and pipes
- ensuring tiles are correctly aligned and spaced
- grouting tiles, and cleaning and removing excess grout
- applying waterproofing systems
- may lay floors of granolithic, terrazzo, cement or similar composition
- may lay coloured tiles in patterns to create mosaics

**Occupation:**

333411 Wall and Floor Tiler

**333411 WALL AND FLOOR TILER**

Lays ceramic, clay, slate, marble and glass tiles on external and internal walls and floors to provide protective and decorative finishes. Registration or licensing may be required.

Skill Level: 3

Specialisations:

Ceramic Tiler

Mosaic Tiler

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Plumbers

### MINOR GROUP 334 PLUMBERS

PLUMBERS install, maintain and repair pipes, drains, guttering and metal roofing, mechanical services and related equipment for water supply, gas, drainage, sewerage, heating, cooling and ventilation systems.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

studying blueprints, drawings and specifications to determine the layout of plumbing systems and materials required

- setting out and installing hot and cold water systems and associated equipment
- installing water-based fire protections systems, including fire hydrants, hose reels and sprinkler systems
- designing and installing sanitary plumbing and water supply systems, discharge pipes and sanitary fixtures
- fabricating and installing soil and waste stacks
- assembling and installing mechanical services plant, air handling and conditioning equipment and small bore heating systems
- installing sewerage and effluent pumping equipment and disposal systems
- installing below-ground drainage systems and associated ground support systems
- installing gas appliances, flues and pressure regulating devices
- fabricating and installing metal roofing, rainwater goods and flashings

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### UNIT GROUP 3341 PLUMBERS

PLUMBERS install, maintain and repair pipes, drains, guttering and metal roofing, mechanical services and related equipment for water supply, gas, drainage, sewerage, heating, cooling and ventilation systems.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing is required.

**Tasks Include:**

- studying blueprints, drawings and specifications to determine the layout of plumbing systems and materials required
- setting out and installing hot and cold water systems and associated equipment
- installing water-based fire protections systems, including fire hydrants, hose reels and sprinkler systems
- designing and installing sanitary plumbing and water supply systems, discharge pipes and sanitary fixtures
- fabricating and installing soil and waste stacks
- assembling and installing mechanical services plant, air handling and conditioning equipment and small bore heating systems
- installing sewerage and effluent pumping equipment and disposal systems
- installing below-ground drainage systems and associated ground support systems
- installing gas appliances, flues and pressure regulating devices
- fabricating and installing metal roofing, rainwater goods and flashings

**Occupations:**

334111 Plumber (General)

334112 Airconditioning and Mechanical Services Plumber

334113 Drainer (Aus) / Drainlayer (NZ)

334114 Gasfitter

334115 Roof Plumber

**334111 PLUMBER (GENERAL)**

Installs and repairs water, drainage, gas and sewerage pipes and systems. Registration or licensing is required.

Skill Level: 3

Specialisations:

Fire Services Plumber

Sanitary Plumber

Water Plumber

**334112 AIRCONDITIONING AND MECHANICAL SERVICES PLUMBER**

Installs, maintains and repairs piping, ducting and equipment for heating, cooling and ventilation of buildings or vessels. Registration or licensing is required.

Skill Level: 3

Specialisation:

Ductfixing Plumber

### **334113 DRAINER (AUS) / DRAINLAYER (NZ)**

Installs, maintains and designs below-ground drainage systems and associated sewerage or effluent disposal systems. Registration or licensing is required.

Skill Level: 3

Specialisation:

Septic Tank Installer

### **334114 GASFITTER**

Installs, maintains and repairs gas mains, piping systems downstream of the billing meter, and appliances and ancillary equipment associated with the use of fuel gases, including liquefied petroleum gas systems.

Registration or licensing is required.

Skill Level: 3

Specialisations:

Gas Main and Line Fitter

Liquefied Petroleum Gasfitter

### **334115 ROOF PLUMBER**

Installs, maintains and repairs flashings, metallic roof and wall claddings and rainwater products such as gutters and downpipes. Registration or licensing is required.

Skill Level: 3

Specialisation:

Industrial Roof Plumber

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### SUB-MAJOR GROUP 34 ELECTROTECHNOLOGY AND TELECOMMUNICATIONS TRADES WORKERS

ELECTROTECHNOLOGY AND TELECOMMUNICATIONS TRADES WORKERS assemble, install, test and repair electrical appliances, networks and circuits, electronic systems and equipment, lifts, refrigeration and airconditioning equipment, electrical distribution networks, and telecommunications equipment.

#### Indicative Skill Level:

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- examining blueprints, wiring diagrams and specifications to determine location and connections for installations
- testing for, locating and repairing electrical malfunctions
- cutting and connecting wiring and cables
- assembling, fabricating and installing electrical and electronic systems, networks, components and appliances
- installing, testing and adjusting electrical and mechanical parts of lifts
- installing and maintaining refrigeration and airconditioning equipment, and connecting electrical systems and appliances to power supplies
- installing, maintaining and repairing telecommunications and data transmission equipment
- transmitting and receiving radio messages

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### MINOR GROUP 341 ELECTRICIANS

ELECTRICIANS design, assemble, install, test, commission, diagnose, maintain and repair electrical networks, systems, circuits, equipment, components, appliances and facilities for industrial, commercial and domestic purposes, and service and repair lifts, escalators and related equipment.

Automotive Electricians are excluded from this minor group. Automotive Electricians are included in Unit Group 3211 Automotive Electricians.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- examining blueprints, wiring diagrams and specifications to determine sequences and methods of operation
- measuring and laying out installation reference points
- selecting, cutting and connecting wire and cable to terminals and connectors
- using electrical and electronic test instruments to trace and diagnose faults
- repairing or replacing faulty wiring and defective parts
- positioning and installing electrical switchboards
- connecting electrical systems to power supply
- testing continuity of circuit
- installing, testing and adjusting electric and mechanical parts of lifts

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### UNIT GROUP 3411 ELECTRICIANS

ELECTRICIANS design, assemble, install, test, commission, diagnose, maintain and repair electrical networks, systems, circuits, equipment, components, appliances and facilities for industrial, commercial and domestic purposes, and service and repair lifts, escalators and related equipment.

Automotive Electricians are excluded from this unit group. Automotive Electricians are included in Unit Group 3211 Automotive Electricians.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing is required.

**Tasks Include:**

- examining blueprints, wiring diagrams and specifications to determine sequences and methods of operation
- measuring and laying out installation reference points
- selecting, cutting and connecting wire and cable to terminals and connectors
- using electrical and electronic test instruments to trace and diagnose faults
- repairing and replacing faulty wiring and defective parts
- positioning and installing electrical switchboards
- connecting electrical systems to power supply
- testing continuity of circuit
- installing, testing and adjusting electric and mechanical parts of lifts

**Occupations:**

341111 Electrician (General)

341112 Electrician (Special Class)

341113 Lift Mechanic

**341111 ELECTRICIAN (GENERAL)**

Alternative Title:

Electrical Fitter

Installs, tests, connects, commissions, maintains and modifies electrical equipment, wiring and control systems. Registration or licensing is required.

Skill Level: 3

Specialisations:

Armature Winder

Electrical Contractor

Heavy Coil Winder

Railway Signal Electrician

**341112 ELECTRICIAN (SPECIAL CLASS)**

Services and repairs intricate and complex electrical and electronic circuitry. Registration or licensing is

required.  
Skill Level: 3

### **341113 LIFT MECHANIC**

Alternative Title:

Lift Electrician

Designs, installs, maintains, services and repairs electric and hydraulic passenger and freight lifts, escalators, moving walkways and other lift equipment. Registration or licensing is required.

Skill Level: 3

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### MINOR GROUP 342 ELECTRONICS AND TELECOMMUNICATIONS TRADES WORKERS

ELECTRONICS AND TELECOMMUNICATIONS TRADES WORKERS assemble, install, test and repair electronic systems and equipment, electrical distribution and telecommunications networks, airconditioning and refrigeration equipment, business machines and telecommunications equipment, and transmit and receive radio messages.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.



**Tasks Include:**

- examining blueprints, wiring diagrams and specifications to determine job requirements
- testing for, locating, diagnosing and repairing electrical malfunctions
- cutting and connecting wiring and cables
- installing and maintaining airconditioning and refrigeration equipment, and connecting electrical systems and appliances to power supplies
- installing conductors, aerial and underground cables, and equipment associated with electrical supply
- installing, modifying, maintaining, adjusting and repairing business machines, radio and television receivers, audio and visual reproduction equipment, and electronic instruments and control systems
- transmitting and receiving radio messages
- installing, maintaining and repairing telecommunications and voice and data transmission equipment and appliances

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### UNIT GROUP 3421 AIRCONDITIONING AND REFRIGERATION MECHANICS

AIRCONDITIONING AND REFRIGERATION MECHANICS assemble, install, maintain and repair industrial, commercial and domestic airconditioning and refrigeration systems and equipment.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Tasks Include:**

- establishing job requirements from drawings and specifications, and laying out installation reference points
- drilling holes, installing mounting brackets and cutting, bending and threading piping
- installing and repairing components such as compressors, motors, condensers, evaporators, switches and gauges, and copper lines for steam, gas, refrigerant, compressed air, oil and chilled water
- bolting, soldering, riveting, welding and brazing pipes to connect equipment, and checking alignment and accuracy of fit
- filling systems with gas or fluid to check for leaks
- test-operating refrigeration systems, checking mechanisms and making adjustments
- removing test gas and fluid using vacuum pumps, and filling with refrigerant
- checking and overhauling refrigeration systems, diagnosing faults and repairing and replacing defective components
- adjusting system controls and mechanisms and reassembling systems
- recording causes of malfunctioning and action taken

**Occupation:**

342111 Airconditioning and Refrigeration Mechanic

**342111 AIRCONDITIONING AND REFRIGERATION MECHANIC**

Assembles, installs, maintains and repairs industrial, commercial and domestic airconditioning and refrigeration systems and equipment. Registration or licensing may be required.

Skill Level: 3

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### UNIT GROUP 3422 ELECTRICAL DISTRIBUTION TRADES WORKERS

ELECTRICAL DISTRIBUTION TRADES WORKERS prepare, install, repair, maintain and patrol electric power distribution networks.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Tasks Include:**

- installing conductors and aerial equipment, and underground cables and equipment
- installing and maintaining equipment associated with electrical supply such as transformers
- attending to electrical breakdown and emergencies
- maintaining poles and associated hardware, and continuity of electrical supply and street lighting
- conducting routine maintenance on the aerial and underground electricity supply network
- conducting low-voltage switching operations
- fitting pole hardware and crossarms
- preparing low- and high-voltage cable joints and cable terminations while connecting and installing electrical equipment and overhead lines
- using heavy plant equipment such as elevated work platforms and portable equipment such as hydraulic drills
- may undertake substation installation and maintenance, and specialised testing and revenue meter installation

**Occupations:**

342211 Electrical Linesworker (Aus) / Electrical Line Mechanic (NZ)

342212 Technical Cable Jointer

**342211 ELECTRICAL LINESWORKER (AUS) / ELECTRICAL LINE MECHANIC (NZ)**

Installs, maintains, repairs and patrols electrical sub-transmission and distribution systems. Registration or licensing may be required.

Skill Level: 3

Specialisations:

Electrical Linesworker (Distribution) (Aus) / Electrical Line Mechanic (Distribution) (NZ)

Electrical Linesworker (Transmission) (Aus) / Electrical Line Mechanic (Transmission) (NZ)

Railway Traction Line Worker

**342212 TECHNICAL CABLE JOINTER**

Joins insulated electric power cables installed in underground conduits and trenches, and prepares cable terminations for connection to electrical equipment and overhead lines. Registration or licensing may be required.

Skill Level: 3

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### UNIT GROUP 3423 ELECTRONICS TRADES WORKERS

ELECTRONICS TRADES WORKERS maintain, adjust and repair electronic equipment such as business machines, video and audio equipment, and electronic instruments and control systems, and transmit and receive radio messages.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Tasks Include:**

- examining and testing machines, equipment, instruments and control systems to diagnose faults
- adjusting, repairing, and replacing worn and defective parts and wiring, and maintaining machines, equipment and instruments
- reassembling, test operating and adjusting equipment
- advising users of correct operating procedures to prevent malfunctions
- receiving messages by interpreting code and converting to plain language, and writing and typing messages for transmission
- monitoring radio traffic, and transmitting and receiving voice messages
- installing electronic instruments and control systems
- applying knowledge of electrical, electronic, mechanical, hydraulic and pneumatic principles in commissioning and maintaining control systems

**Occupations:**

342311 Business Machine Mechanic

342312 Communications Operator

342313 Electronic Equipment Trades Worker

342314 Electronic Instrument Trades Worker (General)

342315 Electronic Instrument Trades Worker (Special Class)

**342311 BUSINESS MACHINE MECHANIC****Alternative Titles:**

Office Equipment Technician

Office Machine Technician

Installs, maintains and repairs electronic business equipment such as multi-function devices, photocopiers, scanners, fax machines and cash registers.

Skill Level: 3

**Specialisation:**

Photocopier Technician

**342312 COMMUNICATIONS OPERATOR**

Transmits and receives radio messages by use of morse code, voice and radio teletype.

Skill Level: 3

**Specialisations:**



Communication Information Systems Sailor (Navy)  
Communications and Information Systems Controller (Air Force)  
Operator Specialist Communications (Army)

### **342313 ELECTRONIC EQUIPMENT TRADES WORKER**

Installs, maintains and repairs electronic equipment and systems such as audio and visual reproduction equipment, home entertainment systems, computers and electronic security systems.

Skill Level: 3

Specialisations:

Audiovisual Technician  
Fire Alarm Technician  
Home Theatre Technician  
Security Technician  
Video Technician

### **342314 ELECTRONIC INSTRUMENT TRADES WORKER (GENERAL)**

Alternative Title:

Instrument and Control Service Person

Installs, modifies, maintains and repairs electronic instruments and control systems. Registration or licensing may be required.

Skill Level: 3

Specialisations:

Communication Electronic Technician (Air Force)  
Electronic Technician (Navy)

### **342315 ELECTRONIC INSTRUMENT TRADES WORKER (SPECIAL CLASS)**

Alternative Title:

Industrial Measurement and Control Technician

Installs, modifies, maintains and repairs complex electronic instruments and control systems which involve a combination of electrical, electronic, mechanical, hydraulic and pneumatic principles. Registration or licensing may be required.

Skill Level: 3

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### UNIT GROUP 3424 TELECOMMUNICATIONS TRADES WORKERS

TELECOMMUNICATIONS TRADES WORKERS install, maintain and repair data transmission equipment, aerial lines, conduits, cables, radio antennae and telecommunications equipment and appliances.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience and/or relevant vendor certification may substitute for the formal qualifications listed above. In some instances relevant experience may be required in addition to the formal qualification.

**Tasks Include:**

- examining drawings, specifications and work areas to determine positioning and connections for equipment to be installed
- locating faults in telecommunications equipment using instruments such as ohmmeters, voltmeters, ammeters and transmission measuring equipment
- attaching wires and cables to appliances
- adjusting, replacing and repairing faulty items, and testing equipment using electronic instruments
- installing cabling for telephone, radio, pay TV and computer transmission
- joining cables and sealing sheaths with lead and thermoplastic
- erecting, testing and maintaining aerial and underground wires and cables, and radio and mobile phone antennae
- installing telecommunications equipment and appliances such as telephones, switchboards and data transmission equipment

**Occupations:**

342411 Cabler (Data and Telecommunications)

342412 Telecommunications Cable Joiner

342413 Telecommunications Linesworker (Aus) / Telecommunications Line Mechanic (NZ)

342414 Telecommunications Technician

**342411 CABLER (DATA AND TELECOMMUNICATIONS)**

Installs internal telecommunications and data cabling, equipment and peripherals for computer networks, telephony, cable television and monitored security and fire alarms.

Skill Level: 3

**342412 TELECOMMUNICATIONS CABLE JOINER**

Joints, terminates and repairs copper and fibre optic telecommunications cables installed in underground pipes, trenches and overhead systems.

Skill Level: 3

Specialisations:

Fibre Optic Cable Splicer

Fibre Optics Joiner

**342413 TELECOMMUNICATIONS LINESWORKER (AUS) / TELECOMMUNICATIONS LINE MECHANIC (NZ)**

Installs, maintains and repairs external telecommunication equipment such as aerial lines, conduits and underground cables, radio and mobile phone antennae, and limited items of terminal equipment.

Skill Level: 3

Specialisation:

Operator Bearer Systems (Army)

### **342414 TELECOMMUNICATIONS TECHNICIAN**

Alternative Title:

Communications Technician

Installs, maintains and repairs telecommunications equipment and appliances, such as telephones, mobile telephones, switchboards and data transmission equipment, in homes, businesses, telephone exchanges and other network sites.

Skill Level: 3

Specialisation:

Technician Telecommunication Systems (Army)

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### SUB-MAJOR GROUP 35 FOOD TRADES WORKERS

FOOD TRADES WORKERS bake bread and pastry goods, prepare meat for sale, and plan, organise, prepare and cook food for dining and catering establishments.

#### **Indicative Skill Level:**

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- checking the cleanliness and operation of equipment and premises before production runs to ensure compliance with occupational health and safety regulations
- planning menus, estimating food and labour costs, and ordering food supplies
- monitoring quality of food at all stages of preparation and presentation
- preparing meat for sale and baking bread, cakes and pastries
- preparing food and cooking using ovens, hotplates, grills and similar equipment
- portioning food, placing it in dishes, adding gravies, sauces and garnishes

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### MINOR GROUP 351 FOOD TRADES WORKERS

FOOD TRADES WORKERS bake bread and pastry goods, prepare meat for sale, and plan, organise, prepare and cook food for dining and catering establishments.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3)



In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- checking the cleanliness and operation of equipment and premises before production runs to ensure compliance with occupational health and safety regulations
- planning menus, estimating food and labour costs, and ordering food supplies
- monitoring quality of food at all stages of preparation and presentation
- preparing meat for sale and baking bread, cakes and pastries
- preparing food and cooking using ovens, hotplates, grills and similar equipment
- portioning food, placing it in dishes, and adding gravies, sauces and garnishes

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### UNIT GROUP 3511 BAKERS AND PASTRYCOOKS

BAKERS AND PASTRYCOOKS prepare and bake bread loaves and rolls, buns, cakes, biscuits and pastry goods.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

checking the cleanliness of equipment and operation of premises before production runs to ensure compliance with occupational health and safety regulations

- checking the quality of raw materials and weighing ingredients
- kneading, maturing, cutting, moulding, mixing and shaping dough and pastry goods
- preparing pastry fillings
- monitoring oven temperatures and product appearance to determine baking times
- coordinating the forming, loading, baking, unloading, de-panning and cooling of batches of bread, rolls and pastry products
- glazing buns and pastries, and decorating cakes with cream and icing
- operating machines which roll and mould dough and cut biscuits
- emptying, cleaning and greasing baking trays, tins and other cooking equipment

### **Occupations:**

351111 Baker

351112 Pastrycook

### **351111 BAKER**

Prepares and bakes bread loaves and rolls.

Skill Level: 3

Specialisation:

Doughmaker

### **351112 PASTRYCOOK**

Prepares and bakes buns, cakes, biscuits and pastry goods.

Skill Level: 3

Specialisation:

Cake Decorator

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### UNIT GROUP 3512 BUTCHERS AND SMALLGOODS MAKERS

BUTCHERS AND SMALLGOODS MAKERS select, cut, trim, prepare and arrange meat for sale and supply, operate meat and smallgoods processing machines, and manage the processes in the production of smallgoods.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- preparing meat for sale by removing bones, trimming fat and cutting, mincing and grinding meat to shape and size for display or as ordered
- preparing crumbed cuts of meat, and marinating, seasoning and curing special cuts
- selecting and preparing meat to produce smallgoods
- operating machines to grind, mix, mince and tenderise meat
- making seasonings and pickles by mixing spices, salt and other ingredients
- operating sausage filling machines, smoking chambers, and cooking kettles and vats
- advising customers on the suitability and uses of cuts of meat
- may assist in menu planning and scheduling, and in estimating food production costs

**Occupation:**

351211 Butcher or Smallgoods Maker

**351211 BUTCHER OR SMALLGOODS MAKER**

Selects, cuts, trims, prepares and arranges meat for sale or supply, operates meat or smallgoods processing machines, or manages the processes in the production of smallgoods.

Skill Level: 3

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### UNIT GROUP 3513 CHEFS

CHEFS plan and organise the preparation and cooking of food in dining and catering establishments. Cooks, Fast Food Cooks and Kitchenhands are excluded from this unit group. Cooks are included in Unit Group 3514 Cooks. Fast Food Cooks and Kitchenhands are included in Minor Group 851 Food Preparation Assistants.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- planning menus, estimating food and labour costs, and ordering food supplies
- monitoring quality of dishes at all stages of preparation and presentation
- discussing food preparation issues with Managers, Dietitians and kitchen and waiting staff
- demonstrating techniques and advising on cooking procedures
- preparing and cooking food
- explaining and enforcing hygiene regulations
- may select and train staff
- may freeze and preserve foods

**Occupation:**

351311 Chef

**351311 CHEF**

Plans and organises the preparation and cooking of food in a dining or catering establishment.

Skill Level: 2

Specialisations:

Chef de Partie

Commis Chef

Demi Chef

Second Chef

Sous Chef

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### UNIT GROUP 3514 COOKS

COOKS prepare, season and cook food in dining and catering establishments.

Chefs, Fast Food Cooks and Kitchenhands are excluded from this unit group. Chefs are included in Unit Group 3513 Chefs. Fast Food Cooks and Kitchenhands are included in Minor Group 851 Food Preparation Assistants.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some

instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- examining foodstuffs to ensure quality
- regulating temperatures of ovens, grills and other cooking equipment
- preparing and cooking food
- seasoning food during cooking
- portioning food, placing it on plates, and adding gravies, sauces and garnishes
- storing food in temperature controlled facilities
- preparing food to meet special dietary requirements
- may plan menus and estimate food requirements
- may train other kitchen staff and apprentices

**Occupation:**

351411 Cook

**351411 COOK**

Prepares, seasons and cooks food in a dining or catering establishment.

Skill Level: 3

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### SUB-MAJOR GROUP 36 SKILLED ANIMAL AND HORTICULTURAL WORKERS

SKILLED ANIMAL AND HORTICULTURAL WORKERS care for, groom, train and shear animals, assist Veterinarians, establish and maintain gardens, parks and surfaces used for sport, and prepare and sell floral arrangements and flowers.

#### Indicative Skill Level:

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- caring for and grooming animals
- training animals to obey commands and perform in competitions
- shearing wool and hair from animals
- assisting Veterinarians to perform procedures and operations
- arranging supply and storage of flowers and selecting, trimming and arranging flowers and decorations
- planning, constructing and maintaining gardens, parks and surfaces used for sports
- selecting seeds, bulbs and cuttings, and planting them in beds, lawn areas and tubs

This section contains the following subsection :

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### MINOR GROUP 361 ANIMAL ATTENDANTS AND TRAINERS, AND SHEARERS

ANIMAL ATTENDANTS AND TRAINERS, AND SHEARERS care for, groom, train and shear animals, and assist Veterinarians.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- training animals to obey commands and perform in competitions
- bathing, cutting, combing, blow-drying and styling pets' coats, clipping their nails and cleaning their ears
- inspecting, preparing, cleaning, disinfecting and maintaining comfortable animal cages and enclosures
- filling water troughs and feeding animals according to their individual needs
- shearing wool and hair from animals
- assisting Veterinarians to perform procedures and operations
- maintaining animal health records and monitoring animal health conditions and recovery after operations

This section contains the following subsection :

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### UNIT GROUP 3611 ANIMAL ATTENDANTS AND TRAINERS

ANIMAL ATTENDANTS AND TRAINERS train, feed, groom and care for animals.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

#### **Tasks Include:**

- teaching animals to obey verbal and non-verbal commands and addressing behavioural problems
- training animals to accept riders and pull vehicles
- training animals to perform in competitions
- bathing, cutting, combing, blow-drying and styling pets' coats, clipping their nails and cleaning their ears
- inspecting, preparing, cleaning, disinfecting and maintaining comfortable animal cages and enclosures
- transporting food, filling water troughs and feeding animals according to their individual needs
- maintaining animal health records, treating minor injuries and reporting serious conditions to Veterinarians
- exercising and playing with animals, answering visitor questions, and transferring animals between enclosures by leading or carrying them
- dusting and spraying insecticides on animals and immersing them in insecticide baths, to control insect pests

### **Occupations:**

361111 Dog Trainer or Handler

361112 Horse Trainer

361113 Pet Groomer

361114 Zookeeper

361115 Kennel Hand

361199 Animal Attendants and Trainers nec

### **361111 DOG HANDLER OR TRAINER**

Teaches dogs to obey commands and undertake specific tasks.

Skill Level: 3

### **361112 HORSE TRAINER**

Prepares horses for riding, breeding, racing, work, show or competitions. Registration or licensing may be required.

Skill Level: 3

Specialisation:

Horse Breaker

### **361113 PET GROOMER**

Washes, dries, brushes, combs, cuts and styles pets' coats, clips their nails and cleans their ears.

Skill Level: 3



### **361114 ZOOKEEPER**

Feeds, provides water for and monitors the health of animals in zoos, aquaria and wildlife parks, cleans, fixes and maintains animal cages, and informs visitors about animals.

Skill Level: 3

Specialisation:

Aquarist

### **361115 KENNEL HAND**

Provides routine care for dogs, including feeding, exercising, monitoring their health and cleaning kennels.

Skill Level: 3

### **361199 ANIMAL ATTENDANTS AND TRAINERS NEC**

This occupation group covers Animal Attendants and Trainers not elsewhere classified.

Skill Level: 3

Occupations in this group include:

Crutching Contractor

Muleser

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### UNIT GROUP 3612 SHEARERS

SHEARERS remove wool and hair from sheep, goats, alpacas and other animals.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### **Tasks Include:**

- selecting and preparing shearing equipment

- catching and positioning animals for shearing
- shearing and removing wool and hair from animals
- identifying contaminated fibre and injured, infected and diseased animals
- treating skin cuts
- returning shorn animals to let-out pens for counting and checking
- may service, maintain and repair shearing equipment
- may shear stud animals with hand shears or special combs

**Occupation:**

361211 Shearer

**361211 SHEARER**

Removes wool and hair from sheep, goats, alpacas and other animals.

Skill Level: 3

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### UNIT GROUP 3613 VETERINARY NURSES

VETERINARY NURSES care for animals under treatment and in temporary residence at veterinary facilities and assist Veterinarians to perform procedures and operations.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- holding animals to allow examination and treatment by Veterinarians
- cleaning and sterilising examination tables and equipment
- preparing instruments and handing them to the Veterinarian
- assisting Veterinarians to administer anaesthetics and oxygen during operations
- placing animals in cages for recovery from operations and monitoring their condition
- giving medications to animals
- maintaining stock control and records
- providing animal care advice, and preparing, delivering, and reviewing animal care education programs
- may perform diagnostic laboratory tests
- may act as receptionist, accept payments and undertake clerical work

**Occupation:**

361311 Veterinary Nurse

**361311 VETERINARY NURSE**

Alternative Titles:

Animal Nurse  
Veterinary Assistant

Cares for animals under treatment or in temporary residence at veterinary facilities and assists Veterinarians to perform procedures and operations.

Skill Level: 3

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GROUP 362 Horticultural Trades Workers

### MINOR GROUP 362 HORTICULTURAL TRADES WORKERS

HORTICULTURAL TRADES WORKERS prepare and sell floral arrangements and flowers, establish and maintain gardens, parks and surfaces used for sport, and plant, cultivate and maintain plants and trees.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- arranging supply and storage of flowers and selecting, trimming and arranging flowers and decorations
- preparing plans and drawings, selecting materials and plants, and scheduling landscape construction
- preparing soil, potting media, growing sites and seedbeds before planting seeds, bulbs and new turf
- maintaining parks, gardens, surfaces used for sport, and plants in nurseries
- applying pesticides, fertilisers and other chemicals to control pests, diseases, weeds and nutritional and environmental plant disorders
- examining trees to assess their condition and determine treatment

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### UNIT GROUP 3621 FLORISTS

FLORISTS prepare and sell floral arrangements.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### **Tasks Include:**

- planning and designing floral arrangements



- arranging supply and storage of flowers, greenery, decorations and other items
- treating flowers to extend their life
- selecting, trimming and arranging flowers and other materials
- packing, wrapping, and attaching message cards to, and organising delivery of, completed arrangements
- serving customers and accepting payments
- advising customers on the selection of flowers and floral arrangements
- may decorate hotels, churches, halls and other facilities for special events

**Occupation:**

362111 Florist

**362111 FLORIST**

Prepares and sells floral arrangements.

Skill Level: 3

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### UNIT GROUP 3622 GARDENERS

GARDENERS plant, cultivate, maintain, plan and construct parks, gardens and landscapes, and inspect, diagnose and treat trees and shrubs.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- preparing and maintaining seedbeds and growing sites
- propagating and planting trees, bushes, hedges, flowers and bulbs
- preparing lawn areas by spreading top soil and planting grass, and by laying instant turf
- maintaining planted and grassed areas by weeding, trimming, fertilising, watering and mowing
- pruning trees and hedges, and installing plant support and protection devices
- preparing plans and drawings, selecting materials and plants, and scheduling landscape construction
- setting out and installing hardscape and softscape structures
- constructing gravel and paved areas, walls, fences, pergolas, ponds, barbecues and garden furniture
- examining trees to assess their condition and determine treatment
- lopping limbs off trees and shaping branches using chain and handsaws
- spraying and dusting plants and trees to control insects and disease, and felling diseased trees

### **Occupations:**

362211 Gardener (General)

362212 Arborist

362213 Landscape Gardener

### **362211 GARDENER (GENERAL)**

Plants, cultivates and maintains parks and gardens.

Skill Level: 3

### **362212 ARBORIST**

Alternative Title:

Tree Surgeon

Maintains and cares for trees and shrubs by lopping limbs and shaping branches, treating trees with fertilisers and insecticides, removing dead or decaying trees, and advising on general tree care.

Skill Level: 3

### **362213 LANDSCAPE GARDENER**

Plans and constructs garden landscapes.

Skill Level: 3

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### UNIT GROUP 3623 GREENKEEPERS

GREENKEEPERS establish and maintain fine turf, grassed areas and synthetic surfaces used for sporting events.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- preparing seedbeds for new turf
- establishing and maintaining turf by watering, over sowing or over seeding, and repairing green damage
- mowing, rolling and levelling turf
- pegging and marking out lines and logos, installing nets, posts and stumps, and placing other sports equipment on playing areas
- operating and maintaining hand and power driven equipment such as mowers, aerators, cultivators, corers and line marking equipment
- constructing cricket wickets, tennis courts, and bowling, croquet and golf greens
- replanting, repairing, aerating, fertilising and top dressing lawns
- installing and maintaining synthetic surfaces
- may maintain buildings, fences and surrounding gardens

**Occupation:**

362311 Greenkeeper

**362311 GREENKEEPER**

Alternative Title:

Turf Keeper

Establishes and maintains fine turf, grassed areas and synthetic surfaces used for sporting events.

Skill Level: 3

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### UNIT GROUP 3624 NURSERYPERSONS

NURSERYPERSONS propagate and cultivate trees, shrubs, and ornamental and flowering plants in plant nurseries.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- preparing potting media and containers before planting
- selecting seeds, bulbs and cuttings, and planting them in beds, lawn areas and tubs
- budding and grafting vegetative material onto root stock
- watering plants manually and controlling automatic watering operations
- applying pesticides to control pests, diseases, weeds and nutritional and environmental plant disorders
- keeping records of soil mixtures, plantings, treatments, losses and yields
- selecting plants and packaging them for presentation and delivery
- advising customers on plant care and appropriate plants for local conditions
- may plan sales area layouts and visual merchandise presentation

**Occupation:**

362411 Nurseryperson

**362411 NURSERYPERSON**

Propagates and cultivates trees, shrubs, and ornamental and flowering plants in a plant nursery.

Skill Level: 3

Specialisation:

Plant Propagator

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### SUB-MAJOR GROUP 39 OTHER TECHNICIANS AND TRADES WORKERS

This sub-major group covers Technicians and Trades Workers not elsewhere classified. It includes Hairdressers, Printing Trades Workers, Textile, Clothing and Footwear Trades Workers, and Wood Trades Workers.

#### Indicative Skill Level:

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

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GROUP 391 Hairdressers

### MINOR GROUP 391 HAIRDRESSERS

HAIRDRESSERS cut, style, colour, straighten and permanently wave hair, and treat hair and scalp conditions.

#### **Indicative Skill Level:**

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### **Tasks Include:**

- providing advice on hair care, beauty products and hairstyles

- shampooing hair and conditioning scalps
- colouring, straightening and permanently waving hair with chemical solutions
- cutting hair with scissors, clippers and razors
- styling hair into dreadlocks and braids and adding hair extensions
- shaving and trimming beards and moustaches
- cleaning work areas and sanitising instruments
- arranging appointments and collecting payments
- may clean, colour, cut and style wigs and hairpieces

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### UNIT GROUP 3911 HAIRDRESSERS

HAIRDRESSERS cut, style, colour, straighten and permanently wave hair, and treat hair and scalp conditions.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- providing advice on hair care, beauty products and hairstyles

- shampooing hair and conditioning scalps
- colouring, straightening and permanently waving hair with chemical solutions
- cutting hair with scissors, clippers and razors
- styling hair into dreadlocks and braids and adding hair extensions
- shaving and trimming beards and moustaches
- cleaning work areas and sanitising instruments
- arranging appointments and collecting payments
- may clean, colour, cut and style wigs and hairpieces

**Occupation:**

391111 Hairdresser

**391111 HAIRDRESSER**

Cuts, styles, colours, straightens and permanently waves hair, and treats hair and scalp conditions.

Skill Level: 3

Specialisation:

Barber

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### MINOR GROUP 392 PRINTING TRADES WORKERS

PRINTING TRADES WORKERS compose and set type prior to printing, set up and operate printing presses, bind and finish printed products, and prepare stencils and operate screen printing equipment.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

operating graphic cameras and other photographic equipment to reproduce camera-ready copy onto films, plates and digital output devices

- operating computer screen-based equipment for scanning, colour separation and correction, retouching and other processes used to transfer copy to film and produce film for plate, cylinder and digital output productions
- setting up, operating and monitoring machines used in typesetting, photographing copy, printing and cutting, folding, collating and binding printed material
- performing routine finishing operations and machine maintenance
- preparing stencils and operating screen printing equipment

This section contains the following subsection :

[UNIT GROUP 3921 Print Finishers and Screen Printers](#)

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### UNIT GROUP 3921 PRINT FINISHERS AND SCREEN PRINTERS

PRINT FINISHERS AND SCREEN PRINTERS bind books and other publications, finish printed products by hand and machine, prepare stencils, and set up and operate power-driven and hand-operated screen print equipment.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- setting up and supervising the operation of automatic binding and finishing equipment
- binding full, half and limp-bound books, and repairing bindings
- folding, collating and sewing signatures by machine and hand
- operating paper guillotines for pre-press and post-press paper cutting and trimming, and programming electronically operated units
- operating systems to insert printed material into newspapers, magazines and envelopes
- embellishing printed products automatically and manually
- operating photographic and electronic reproduction devices
- preparing stencils using computer and hand-cut methods
- selecting, mixing and matching coloured inks and loading into screen printing presses
- loading printed items into drying racks, and unloading and stacking dry items

### **Occupations:**

392111 Print Finisher

392112 Screen Printer

### **392111 PRINT FINISHER**

Binds books and other publications, and finishes printed products by hand or machine.

Skill Level: 3

Specialisations:

Mailhouse Operator (Aus)

Paper Guillotine Operator (Bookbinding)

### **392112 SCREEN PRINTER**

Prepares stencils, and sets up and operates power-driven or hand-operated screen print equipment.

Skill Level: 3

Specialisations:

Screen Printing Stencil Preparer

Textiles Printer

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### UNIT GROUP 3922 GRAPHIC PRE-PRESS TRADES WORKERS

GRAPHIC PRE-PRESS TRADES WORKERS manipulate, set and compose text and graphics into a format suitable for printing and other visual media.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

operating graphic cameras and other photographic equipment to reproduce camera-ready copy onto films, plates and digital output devices

- using computer applications to generate images, text, layouts and impositions for print and other visual media displays
- operating plate making equipment to reproduce images from film to printing plates, digital output devices and presses
- operating computer screen-based equipment for scanning, colour separation, colour correction, masking, creative design, combining, imposing, retouching, and other processes used to transfer copy to film and produce film for plate, digital output and cylinder productions
- carrying out digital and chemical proofing from digital systems, and negative and positive films
- evaluating printed proofs, checking and correcting them for quality
- preparing and exposing carbon tissue for laying on cylinders by transfer method, and developing images

**Occupation:**

392211 Graphic Pre-press Trades Worker

**392211 GRAPHIC PRE-PRESS TRADES WORKER**

Manipulates, sets and composes text and graphics into a format suitable for printing and other visual media.

Skill Level: 3

Specialisation:

Desktop Publishing Operator

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### UNIT GROUP 3923 PRINTERS

PRINTERS set up and operate letterpress, lithographic, flexographic, gravure, newspaper, instant, digital and offset printing presses.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

setting, adjusting and monitoring substrate-feed mechanisms, delivery mechanisms, inking systems and other printing machine functions

- mixing ink and solvents to standard, and regulating paper and ink supply during print runs
- monitoring, evaluating and determining press operations manually and by computer to check print quality standards against proofs and detect malfunctions
- producing a variety of printed products using relief, lithographic, flexographic and gravure printing presses, and in-line finishing systems
- preparing plates, blankets and impression cylinders on small offset lithographic printing presses
- loading paper into feeding mechanisms
- monitoring machine operations and quality of printing
- undertaking maintenance, adjustment, repair and cleaning of machines
- producing and managing digital print images, and transferring and outputting images
- may set up and operate paper and bookbinding guillotines

### **Occupations:**

392311 Printing Machinist

392312 Small Offset Printer

### **392311 PRINTING MACHINIST**

Produces books, magazines, newspapers, brochures, posters, leaflets, packaging materials and stationery using printing presses.

Skill Level: 3

Specialisations:

Flexographic Printing Machinist

Gravure Printing Machinist

Label Printing Machinist

Letterpress Printing Machinist

Lithographic Printing Machinist

Reel Fed Printer

Sheet Fed Printer

### **392312 SMALL OFFSET PRINTER**

Alternative Title:

Instant Printer Operator

Sets up and operates small offset printing presses used in instant print shops or for in-house printing.

Skill Level: 3

Specialisation:

Digital Printer

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### MINOR GROUP 393 TEXTILE, CLOTHING AND FOOTWEAR TRADES WORKERS

TEXTILE, CLOTHING AND FOOTWEAR TRADES WORKERS prepare patterns and materials for fabricating and repairing garments, shoes, covers for furniture and other fabric, leather and canvas goods.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- conferring with clients to determine styles, designs and articles to be fabricated
- cutting out master patterns
- cutting and preparing leather, canvas and sailcloth
- sewing, gluing and riveting leather and canvas
- lasting shoes and providing modifications and repairs to footwear
- sewing, fitting and altering garments
- measuring, cutting and covering furniture with materials
- padding and covering spring units to upholster mattresses

This section contains the following subsection :

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### UNIT GROUP 3931 CANVAS AND LEATHER GOODS MAKERS

CANVAS AND LEATHER GOODS MAKERS make and repair boots, shoes, leather goods, canvas and sailcloth articles, and related products.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- cutting and preparing canvas, leather and sailcloth to design specifications, patterns and drawings
- sewing, gluing and riveting sections of canvas together to make articles such as awnings, tents, tarpaulins and horse rugs
- attaching grommets, fastenings and other fittings to canvas goods
- joining parts of leather articles using rivets, hand sewing, sewing machines, tools and adhesive
- restoring and repairing leather articles
- fabricating sails
- designing patterns and prototypes of boots and shoes
- making and grading patterns using manual and computerised methods
- clicking synthetics, corrected grains, leather linings and leather outers by hand and machine
- altering and repairing footwear

### **Occupations:**

393111 Canvas Goods Fabricator

393112 Leather Goods Maker

393113 Sail Maker

393114 Shoemaker

### **393111 CANVAS GOODS FABRICATOR**

Alternative Title:

Canvas Goods Maker

Fabricates and repairs canvas and related products such as awnings, tents, tarpaulins, horse rugs and caravan annexes.

Skill Level: 3

### **393112 LEATHER GOODS MAKER**

Fabricates and repairs leather articles such as wallets, cases, harnesses and saddlery.

Skill Level: 3

Specialisation:

Saddler

### **393113 SAIL MAKER**

Fabricates and repairs sails and other articles from sailcloth.

Skill Level: 3

### **393114 SHOEMAKER**

Makes and repairs boots or shoes.

Skill Level: 3

Specialisations:

Medical Grade Shoemaker

Shoe Repairer

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### UNIT GROUP 3932 CLOTHING TRADES WORKERS

CLOTHING TRADES WORKERS prepare and cut garment patterns and fabric, and make and repair garments.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- conferring with customers to determine material, styles and designs of garments
- interpreting designs, sketches and samples to determine pattern specifications
- cutting out master patterns
- laying up and cutting fabric
- pinning, basting and draping garment parts
- sewing garments
- fitting basted garments on customers and marking areas requiring alteration
- sewing buttonholes, and sewing on buttons, hooks, eyes and press fasteners to finish garments
- pressing and finishing work

**Occupations:**

393211 Apparel Cutter

393212 Clothing Patternmaker

393213 Dressmaker or Tailor

393299 Clothing Trades Workers nec

**393211 APPAREL CUTTER**

Lays out, marks and cuts fabric to form parts of garments.

Skill Level: 3

**393212 CLOTHING PATTERNMAKER**

Draws sets of master patterns following sketches, sample articles and design specifications, and cuts out patterns for garments.

Skill Level: 3

Specialisations:

Pattern Grader (Clothing)

Patternmaker-Grader

**393213 DRESSMAKER OR TAILOR**

Makes, alters and repairs women's and men's tailored garments, formal wear, couturier clothing, and special occasion wear such as suits, dresses, coats, evening wear and bridal wear.

Skill Level: 3

Specialisations:

Costume Maker  
Wardrobe Assistant  
Wardrobe Coordinator

### **393299 CLOTHING TRADES WORKERS NEC**

This occupation group covers Clothing Trades Workers not elsewhere classified.

Skill Level: 3

Occupations in this group include:

Milliner

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### UNIT GROUP 3933 UPHOLSTERERS

UPHOLSTERERS make, rebuild and repair upholstered articles such as chairs, sofas, beds and mattresses.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### **Tasks Include:**

- conferring with clients to determine materials and cost of furniture items to be made or repaired

- making and repairing wooden frames, and removing and replacing defective springs
- removing coverings, webbing and padding from old furniture
- securing material, padding, springs and webbing to articles to be upholstered
- measuring and cutting materials and covering furniture
- seaming cushions and joining sections of covering material
- attaching ornamental trims, braids and buttons
- padding and covering spring units to upholster mattresses
- may finish wooden surfaces on furniture
- may remove stains from fabric

**Occupation:**

393311 Upholsterer

**393311 UPHOLSTERER**

Makes, rebuilds and repairs upholstered articles such as chairs, sofas, beds and mattresses.

Skill Level: 3

Specialisations:

Furniture Upholsterer

Mattress Maker

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### MINOR GROUP 394 WOOD TRADES WORKERS

WOOD TRADES WORKERS fabricate, repair and finish wooden furniture and fit and assemble prepared wooden parts to make furniture, set up and operate woodworking machines and wood turning lathes to shape wood stock, and make picture frames and other wood products.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- examining drawings, work orders and sample parts to determine specifications
- selecting and working with materials such as timber, veneers, particle board and synthetic wood
- marking out, cutting and shaping wood using tools ranging from hand tools to large timber cutting machines
- determining tooling and machine requirements
- assembling parts to form sections of furniture and completed articles
- repairing and finishing furniture
- fitting hinges, locks, catches, drawers and shelves
- making picture frames and other wood products.

This section contains the following subsection :

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### UNIT GROUP 3941 CABINETMAKERS

CABINETMAKERS fabricate and repair wooden furniture, and fit and assemble prepared wooden parts to make furniture.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- examining drawings, work orders and sample parts to determine specifications
- selecting and working with materials such as timber, veneers, particle board and synthetic wood
- marking out, cutting and shaping wood
- working from drawings and specifications to make furniture
- making fittings for boats, caravans and other items where fine detail is required
- assembling parts to form sections of furniture and completed articles
- fitting hinges, locks, catches, drawers and shelves
- making frames for chairs and couches
- may repair and refurbish furniture and antiques

**Occupation:**

394111 Cabinetmaker

**394111 CABINETMAKER**

Fabricates or repairs wooden furniture, and fits and assembles prepared wooden parts to make furniture.

Skill Level: 3

Specialisations:

Antique Furniture Reproducer

Antique Furniture Restorer

Chair and Couch Maker

Coffin Maker

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### UNIT GROUP 3942 WOOD MACHINISTS AND OTHER WOOD TRADES WORKERS

WOOD MACHINISTS AND OTHER WOOD TRADES WORKERS set up and operate woodworking machines and wood turning lathes to shape wood stock, finish and polish furniture, and make picture frames and frame paintings, photographs and other artwork.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- studying drawings, work orders and sample parts to determine specifications
- determining tooling and machine requirements and sequence of operations
- setting up woodworking machines and wood stock for correct cutting, planning, turning, shaping and sanding
- operating machines to cut, plane, turn, shape and sand work pieces
- removing old finishes by stripping with steel wool and glasspaper, and by applying solvents and paint strippers, and removing softened finishes by scraping
- applying varnish, shellac, lacquer, stains and paint to surfaces and polishing and waxing finished surfaces
- fitting and fastening frame pieces
- mounting backing materials and subjects for framing

### **Occupations:**

394211 Furniture Finisher

394212 Picture Framer

394213 Wood Machinist

394214 Wood Turner

394299 Wood Machinists and Other Wood Trades Workers nec

### **394211 FURNITURE FINISHER**

Applies finishes, such as stain, lacquer, paint, oil and varnish, to furniture, and polishes and waxes finished furniture surfaces.

Skill Level: 3

Specialisation:

French Polisher

### **394212 PICTURE FRAMER**

Cuts out and assembles mouldings to make picture frames, and frames paintings, photographs, needlework and other artwork.

Skill Level: 3

### **394213 WOOD MACHINIST**

Cuts, planes, turns, shapes and sands wood stock to specifications.

Skill Level: 3

Specialisations:



Automatic Profile Sander Operator  
Copy Lathe Operator  
Edge Bander Operator  
Jigmaker (Wood)  
Panel Saw Operator  
Woodworking Machine Setter

### **394214 WOOD TURNER**

Operates wood turning lathes to turn and shape wood stock.  
Skill Level: 3

### **394299 WOOD MACHINISTS AND OTHER WOOD TRADES WORKERS NEC**

This occupation group covers Wood Machinists and Wood Trades Workers not elsewhere classified.  
Skill Level: 3

Occupations in this group include:

Cane Furniture Maker  
Cooper  
Wood Model Maker

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### MINOR GROUP 399 MISCELLANEOUS TECHNICIANS AND TRADES WORKERS

This minor group covers Technicians and Trades Workers not elsewhere classified. It includes Boat Builders and Shipwrights; Chemical, Gas Petroleum and Power Generation Plant Operators; Gallery, Library and Museum Technicians; Jewellers; Performing Arts Technicians; and Signwriters.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

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[UNIT GROUP 3992 Chemical, Gas, Petroleum and Power Generation Plant Operators](#)

[UNIT GROUP 3993 Gallery, Library and Museum Technicians](#)

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### UNIT GROUP 3991 BOAT BUILDERS AND SHIPWRIGHTS

BOAT BUILDERS AND SHIPWRIGHTS construct, fit out and repair boats and ships.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

#### **Tasks Include:**

- studying plans and specifications, and preparing templates and scale plans for fabrication and cutting of hull sections
- marking reference points and lines on dry docks and slipways
- checking position and functioning of slipway apparatus
- assembling shells of boats and erecting hull sections of ship
- erecting and preparing launching platforms, conducting pre-launch tests and supervising launching procedures
- installing masts, frames, decking, fittings, machines, shafts and safety equipment
- building and installing structures such as cabins, machine mountings, propeller supports and rudders
- determining repair requirements and procedures
- may make hull moulds and fabricate and repair vessels using materials such as aluminium, wood, glass, reinforced plastics, carbon fibre, Kevlar, fibreglass and concrete

### **Occupations:**

399111 Boat Builder and Repairer

399112 Shipwright

### **399111 BOAT BUILDER AND REPAIRER**

Builds, repairs and modifies boats. Registration or licensing may be required.

Skill Level: 3

Specialisations:

Composite Boat Builder

Rigger (Boat)

Sparmaker

Wooden Boat Builder

Yacht Builder

### **399112 SHIPWRIGHT**

Constructs, fits out and repairs ships. Registration or licensing is required.

Skill Level: 3

Specialisations:

Loftsman/woman (Marine)

Ship's Carpenter

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### UNIT GROUP 3992 CHEMICAL, GAS, PETROLEUM AND POWER GENERATION PLANT OPERATORS

CHEMICAL, GAS, PETROLEUM AND POWER GENERATION PLANT OPERATORS control the operation of chemical production equipment, pump gas and oil from wellheads, refine and process petroleum products, and operate boilers, turbogenerators and associated plant to generate electrical power.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some

instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Tasks Include:**

- controlling equipment performing continuous and batch processes to process chemicals and natural gas, manufacture refined petroleum products, and blend petroleum base stocks to produce commercial fuels, lubricating oils and asphalt
- controlling the preparation, measuring and feeding of raw material and processing agents such as catalysts and filtering media into plant
- patrolling and inspecting equipment to ensure proper operation and setting operating controls on equipment
- analysing samples and readings and recording test data
- controlling records of production, quantities transferred and details of blending and pumping operations
- checking equipment for malfunctions and arranging maintenance
- operating power generation plant controls to produce required load
- monitoring operation of power generation plant and interpreting instrument readings
- authorising procedures to isolate high-voltage and low-voltage electrical apparatus and plant
- writing reports and maintaining records on equipment performance, instrument readings and switching operations
- carrying out routine operating tests

**Occupations:**

399211 Chemical Plant Operator  
399212 Gas or Petroleum Operator  
399213 Power Generation Plant Operator

**399211 CHEMICAL PLANT OPERATOR**

Controls the operation of chemical production plant.

Skill Level: 3

Specialisations:

Chemicals Distiller  
Chemicals Fermentation Operator  
Industrial Gas Production Operator  
Paint Maker  
Pharmaceutical Plant Operator  
Pilot Plant Operator

**399212 GAS OR PETROLEUM OPERATOR**



Alternative Titles:

Oil and Gas Well Treatment Operator  
Oil, Gas and Pipe Tester  
Petroleum and Gas Refining and Pumping Operator

Operates equipment to pump oil and gas from wellheads, and refine and process petroleum products.  
Skill Level: 3

Specialisations:

Gas Compressor Turbine Operator  
Petroleum Blending Plant Operator  
Petroleum Terminal Plant Operator  
Refinery Pipeline Operator

### **399213 POWER GENERATION PLANT OPERATOR**

Operates boilers, turbogenerators and associated plant to generate electrical power. Registration or licensing is required.

Skill Level: 3

Specialisations:

Hydro-electric Station Operator  
Power Generation Turbine Room Operator

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### UNIT GROUP 3993 GALLERY, LIBRARY AND MUSEUM TECHNICIANS

GALLERY, LIBRARY AND MUSEUM TECHNICIANS prepare artworks, specimens and artefacts for collections, arrange and construct gallery exhibits, and assist Librarians to organise and operate systems for handling recorded material and files.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- mounting and preparing objects for display
- designing and arranging exhibit furnishings, display cases and display areas
- assisting in setting up lighting and display equipment
- receiving, shipping, packing and unpacking exhibits
- ordering new library materials and maintaining library records and circulation systems
- cataloguing printed and recorded material
- entering data into databases and editing computer records
- operating audiovisual and reprographic equipment
- searching and verifying bibliographic data

### **Occupations:**

399311 Gallery or Museum Technician

399312 Library Technician

### **399311 GALLERY OR MUSEUM TECHNICIAN**

Prepares artworks, specimens and artefacts for collections, and arranges and constructs gallery or museum exhibits.

Skill Level: 2

Specialisation:

Taxidermist

### **399312 LIBRARY TECHNICIAN**

Assists Librarians and other information managers in organising and operating systems for handling recorded material and files.

Skill Level: 2

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### UNIT GROUP 3994 JEWELLERS

JEWELLERS make and repair jewellery such as rings, brooches, chains and bracelets, craft objects out of precious metals, and cut, shape and polish rough gemstones to produce fashion and industrial jewels.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- examining designs and specifications for jewellery and precious metal objects
- shaping moulded metal by cutting, filing, beating, turning and bending, using specialised hand and power tools
- assembling articles by soldering, screwing, riveting and otherwise joining
- securing precious stones in retaining prongs and ridges, and smoothing and checking final settings
- engraving designs on ring settings, brooches, bracelets and other articles
- repairing jewellery by soldering, replacing and rebuilding worn and broken parts
- appraising the quality and value of jewellery
- cutting and dividing stones to approximate final shape, using precision hand and power tools and jigs
- securing stones and shapes, cutting angles, smoothing and polishing
- finishing articles using files, emery paper and buffing machines
- restyling old jewellery

**Occupation:**

399411 Jeweller

**399411 JEWELLER**

Makes and repairs jewellery such as rings, brooches, chains and bracelets, crafts objects out of precious metals, or cuts, shapes and polishes rough gemstones to produce fashion or industrial jewels.

Skill Level: 3

Specialisations:

Diamond Cutter  
Faceter  
Gem Setter  
Goldsmith  
Lapidary  
Opal Polisher  
Ring Maker  
Silversmith

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### UNIT GROUP 3995 PERFORMING ARTS TECHNICIANS

PERFORMING ARTS TECHNICIANS provide technical and other assistance for the production, recording and broadcasting of artistic performances.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:



operating microwave equipment to transmit video information to transmitter sites and receiving video signals from remote locations

- maintaining and repairing radio and television transmitters and associated equipment
- selecting and attaching equipment to cameras, positioning cameras, and following the action of scenes being photographed while adjusting controls
- positioning equipment, such as spotlights, floodlights and cables, and operating lights during filming, broadcasting and stage performances
- applying and retouching make up during shooting and performance, including special effects make up such as scars and wounds
- designing and making musical instruments and instrument parts using specially selected materials and techniques similar to those used in cabinetmaking, metal pipe making, silversmithing and wood carving, and tuning and repairing musical instruments
- setting up and adjusting equipment such as microphones, and operating sound mixing consoles and associated equipment to regulate volume and sound quality
- selecting and setting up television recording, editing and mixing equipment, and adjusting and monitoring their operation

### **Occupations:**

399511 Broadcast Transmitter Operator

399512 Camera Operator (Film, Television or Video)

399513 Light Technician

399514 Make Up Artist

399515 Musical Instrument Maker or Repairer

399516 Sound Technician

399517 Television Equipment Operator

399599 Performing Arts Technicians nec

### **399511 BROADCAST TRANSMITTER OPERATOR**

Operates consoles to control radio or television broadcast transmitters.

Skill Level: 3

### **399512 CAMERA OPERATOR (FILM, TELEVISION OR VIDEO)**

Sets up and operates cameras to photograph scenes for film, television or video productions.

Skill Level: 3

Specialisation:

Focus Puller (Film)

### **399513 LIGHT TECHNICIAN**

Positions and controls lighting equipment for film, television or video productions or stage performances.

Skill Level: 3

### **399514 MAKE UP ARTIST**

Designs and applies make up to actors, presenters and other performing artists.

Skill Level: 3

### **399515 MUSICAL INSTRUMENT MAKER OR REPAIRER**

Builds, repairs and restores musical instruments, and modifies and tunes them to owners' specifications.

Skill Level: 3

Specialisation:

Piano Tuner

### **399516 SOUND TECHNICIAN**

Operates audio equipment to record, enhance, mix and amplify sound in support of television, radio, film or video productions, or stage performances.

Skill Level: 3

Specialisations:

Audio Operator  
Dubbing Machine Operator  
Foley Artist  
Re-recording Mixer  
Sound Editor  
Sound Effects Person  
Sound Mixer  
Sound Recordist  
Video and Sound Recorder

### **399517 TELEVISION EQUIPMENT OPERATOR**

Operates television equipment to record, edit, mix and prepare material for broadcast.

Skill Level: 3

Specialisation:

Vision Mixer

### **399599 PERFORMING ARTS TECHNICIANS NEC**

This occupation group covers Performing Arts Technicians not elsewhere classified.

Skill Level: 3

Occupations in this group include:

Continuity Person

Microphone Boom Operator

Performing Arts Road Manager

Special Effects Person

Theatrical Dresser

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### UNIT GROUP 3996 SIGNWRITERS

SIGNWRITERS design, fabricate and paint signs for displays, buildings, hoardings, boats and structures.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

#### **Tasks Include:**

- conferring with clients and responding to proposals, sketches and written instructions to determine composition of signs
- designing and creating signs and graphics using computer software and signmaking machines
- designing and creating signs by measuring and calculating letter size, preparing the surface, applying background paint using brushes, sprays and rollers, and creating the letters using brushes, stencils, enamel paint and decals
- designing and creating wall murals, screen prints, gold leaf work and custom vehicle art
- painting signs and lettering using lacquers, varnishes, paints and other materials
- painting signs on brick, metal, timber, glass, plastic and other surfaces
- making and erecting three dimensional signs
- preparing cost estimates for labour and materials
- may erect and work on scaffolding
- may install signs on-site

**Occupation:**

399611 Signwriter

**399611 SIGNWRITER**

Designs, fabricates and paints signs for displays, buildings, hoardings, boats and structures. Registration or licensing may be required.

Skill Level: 3

Specialisation:

Sign Manufacturer

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### UNIT GROUP 3999 OTHER MISCELLANEOUS TECHNICIANS AND TRADES WORKERS

This unit group covers Technicians and Trades Workers not elsewhere classified.

It includes Divers, Interior Decorators, Optical Dispensers (Aus) / Dispensing Opticians (NZ), Optical Mechanics, Photographer's Assistants, Plastics Technicians, Wool Classers and Fire Protection Equipment Technicians.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some

instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

The occupation Interior Decorator has a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Occupations:**

399911 Diver  
399912 Interior Decorator  
399913 Optical Dispenser (Aus) / Dispensing Optician (NZ)  
399914 Optical Mechanic  
399915 Photographer's Assistant  
399916 Plastics Technician  
399917 Wool Classer  
399918 Fire Protection Equipment Technician  
399999 Technicians and Trades Workers nec

**399911 DIVER**

Swims underwater to undertake tasks such as seafood gathering, research, salvage and construction.

Registration or licensing may be required.

Skill Level: 3

Specialisations:

Abalone Diver  
Clearance Diver (Navy)  
Fisheries Diver  
Hyperbaric Welder Diver  
Offshore Diver  
Onshore Diver  
Pearl Diver  
Saturation Diver

Scientific Diver

### **399912 INTERIOR DECORATOR**

Plans the interior design of commercial or residential premises and arranges for decorating work to be done.

Skill Level: 2

### **399913 OPTICAL DISPENSER (AUS) / DISPENSING OPTICIAN (NZ)**

Interprets optical prescriptions, and fits and services optical appliances such as spectacle frames and lenses.

Registration or licensing may be required.

Skill Level: 3

### **399914 OPTICAL MECHANIC**

Operates machines to grind, polish and surface optical lenses to meet prescription requirements, and fits lenses to spectacle frames.

Skill Level: 3

### **399915 PHOTOGRAPHER'S ASSISTANT**

Assists Photographers in taking and developing photographs.

Skill Level: 3

### **399916 PLASTICS TECHNICIAN**

Alternative Title:

Plastics Fitter

Sets up, adjusts, repairs and troubleshoots machines which manufacture plastics products.

Skill Level: 3

### **399917 WOOL CLASSER**



Classifies wool to industry standards or market requirements.

Skill Level: 3

### **399918 FIRE PROTECTION EQUIPMENT TECHNICIAN**

Installs, tests and maintains fire protection equipment and systems such as extinguishers, hoses, reels, hydrants, fire blankets, exit lighting, fire and smoke doors, gaseous fire suppression systems, passive fire and smoke containment systems and foam generating equipment. Registration or licensing may be required.

Fire Alarm Technicians and Sprinkler Fitters are excluded from this occupation. Fire Alarm Technicians are included in Unit Group 3423 Electronics Trades Workers, in Occupation 342313 Electronic Equipment Trades Worker. Sprinkler Fitters are included in Unit Group 3341 Plumbers, in Occupation 334111 Plumber (General).

Skill Level: 3

Specialisation:

Fire Extinguisher Technician

### **399999 TECHNICIANS AND TRADES WORKERS NEC**

This occupation group covers Technicians and Trades Workers not elsewhere classified.

Skill Level: 3

Occupations in this group include:

Airborne Electronics Analyst (Air Force)

Architectural Model Maker

Canoe Maker

Coffee Machine Technician

Fibre Composite Technician

Glass Blower

Hide and Skin Classer

Irrigation Designer

Kayak Maker

Milking Machine Technician

Parachute Rigger

Pearl Technician

Pyrotechnician

Ski Technician

Surfboard Maker

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### MAJOR GROUP 4 COMMUNITY AND PERSONAL SERVICE WORKERS

COMMUNITY AND PERSONAL SERVICE WORKERS assist Health Professionals in the provision of patient care, provide information and support on a range of social welfare matters, and provide other services in the areas of aged care and childcare, education support, hospitality, defence, policing and emergency services, security, travel and tourism, fitness, sports and personal services.

#### Indicative Skill Level:

Most occupations in this major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

**Tasks Include:**

- attending accidents, planning and implementing leisure activities for individuals in health care and the community, and providing nursing care for patients
- advising clients on emotional, financial, recreational, health, housing and other social welfare matters
- planning, conducting and participating in educational and recreational activities to encourage the physical, social, emotional and intellectual development of children
- assisting Professionals in the provision of care and support to aged and disabled persons, patients in hospitals, clinics and nursing homes, and children in residential care establishments
- serving and selling food and beverages in bars, cafes and restaurants, supervising staff in hotels, carrying luggage and escorting guests
- maintaining public order and safety and providing specialised military services to the defence forces
- protecting, patrolling and guarding properties and advising clients on security requirements
- providing a range of personal services such as beauty therapy, teaching people to drive, arranging funerals, and organising and providing advice about travel and accommodation
- organising and supervising groups and individuals pursuing physical fitness goals and outdoor adventure, participating in and officiating at sporting competitions, and coaching and training sporting competitors

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### SUB-MAJOR GROUP 41 HEALTH AND WELFARE SUPPORT WORKERS

HEALTH AND WELFARE SUPPORT WORKERS assist Health Professionals in the provision of patient care in hospitals, nursing homes and other health and community-based care facilities, and provide support, information and advice to clients on a range of social welfare matters.

#### **Indicative Skill Level:**

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- attending accidents and providing pre-hospital care and transport
- examining and treating ailments of the teeth and gums, and constructing and repairing dental devices
- planning and implementing leisure activity programs for individuals in health care and in the community to assist in their social development and promote a sense of wellbeing
- assessing, planning and implementing nursing care for patients according to accepted nursing practice and standards
- providing advice, training and support to parents of newborn infants
- acting as an advocate, interpreter and educator to assist in the provision and coordination of health care delivery to Indigenous communities
- utilising a range of techniques such as soft tissue massage to assist healing, prevent injury and promote relaxation
- advising clients on emotional, financial, recreational, health, housing and other social welfare matters

This section contains the following subsection :

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MINOR GROUP 411 Health and Welfare Support Workers

### MINOR GROUP 411 HEALTH AND WELFARE SUPPORT WORKERS

HEALTH AND WELFARE SUPPORT WORKERS assist Health Professionals in the provision of patient care in hospitals, nursing homes and other health and community-based care facilities, and provide support, information and advice to clients on a range of social welfare matters.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or



NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- attending accidents and providing pre-hospital care and transport
- examining and treating ailments of the teeth and gums, and constructing and repairing dental devices
- planning and implementing leisure activity programs for individuals in health care and in the community to assist in their social development and promote a sense of wellbeing
- assessing, planning and implementing nursing care for patients according to accepted nursing practice and standards
- providing advice, training and support to parents of newborn infants
- acting as an advocate, interpreter and educator to assist in the provision and coordination of health care delivery to Indigenous communities
- utilising a range of techniques such as soft tissue massage to assist healing, prevent injury and promote relaxation
- advising clients on emotional, financial, recreational, health, housing and other social welfare matters

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### UNIT GROUP 4111 AMBULANCE OFFICERS AND PARAMEDICS

AMBULANCE OFFICERS AND PARAMEDICS provide emergency health care and transport for injured, sick, infirm and aged persons to medical facilities.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing is required.

#### Tasks Include:

- attending accidents, emergencies and requests for medical assistance
- assessing health of patients, determining need for assistance, and assessing specialised needs and factors affecting patients' conditions
- performing therapies and administering drugs according to protocol
- resuscitating and defibrillating patients and operating life-support equipment
- transporting accident victims to medical facilities
- transporting sick and disabled persons to and from medical facilities for specialised treatment and rehabilitation
- instructing community groups and essential service workers in first aid
- attending public gatherings and sporting events where accidents and other health emergencies may occur
- ensuring that ambulances are adequately maintained and stocked with medical supplies, and that equipment is in good working order
- preparing written reports on the state of patients' injuries and treatment provided

### **Occupations:**

411111 Ambulance Officer

411112 Intensive Care Ambulance Paramedic (Aus) / Ambulance Paramedic (NZ)

### **411111 AMBULANCE OFFICER**

Alternative Title:

Paramedic (Aus)

Provides specialised transport services and emergency health care for injured, sick, infirm and aged persons. Registration or licensing is required.

Skill Level: 2

Specialisation:

Patient Transport Officer (Aus)

### **411112 INTENSIVE CARE AMBULANCE PARAMEDIC (AUS) / AMBULANCE PARAMEDIC (NZ)**

Provides intensive pre-hospital health care to injured, sick, infirm and aged persons and emergency transport to medical facilities. Registration or licensing is required.

Skill Level: 2

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### UNIT GROUP 4112 DENTAL HYGIENISTS, TECHNICIANS AND THERAPISTS

DENTAL HYGIENISTS, TECHNICIANS AND THERAPISTS provide supportive dental services in preventative and restorative dental procedures, and construct and repair dental appliances.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

#### Tasks Include:

- providing educational programs to motivate children, parents and the community in matters relating to oral health
- providing fluoride therapy by applying remineralising solutions and desensitising agents
- removing deposits from teeth
- applying non-invasive fissure sealants to teeth
- taking impressions of the mouth
- taking dental radiographs
- administering local anaesthesia by infiltration and mandibular nerve block
- fabricating full and partial dentures
- constructing mouth guards, crowns, metal clasps, inlays, bridgework and other aids
- repairing and relining denture bases

### **Occupations:**

411211 Dental Hygienist  
 411212 Dental Prosthetist  
 411213 Dental Technician  
 411214 Dental Therapist

### **411211 DENTAL HYGIENIST**

Carries out preventative dental procedures under the direction of a Dentist. Registration or licensing is required.

Skill Level: 2

### **411212 DENTAL PROSTHETIST**

Alternative Title:

Clinical Dental Technician

Designs, constructs, repairs and fits dentures and mouthguards. Registration or licensing is required.

Skill Level: 2

### **411213 DENTAL TECHNICIAN**

Constructs and repairs dentures and other dental appliances. Registration or licensing may be required.

Skill Level: 2

Specialisation:

Dental Laboratory Assistant

## **411214 DENTAL THERAPIST**

Examines and treats diseases of the teeth in preschool, primary and secondary school children under the general supervision of a Dentist. Registration or licensing is required.

Skill Level: 2

Specialisation:

Oral Health Therapist

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### UNIT GROUP 4113 DIVERSIONAL THERAPISTS

DIVERSIONAL THERAPISTS plan, design, coordinate and implement recreation and leisure-based activity programs to support, challenge and enhance the psychological, spiritual, social, emotional and physical wellbeing of individuals.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.



**Tasks Include:**

- planning and implementing leisure activity programs for individuals in health care and in the community to assist in their social development, and promote their sense of wellbeing
- identifying individual needs through task analysis
- evaluating and assessing clients' levels of abilities, interests, needs, strengths and weaknesses, and their ability to carry out a range of tasks and interact with others
- maintaining a knowledge of resources available within a facility and within the community
- organising leisure and recreational events
- assisting with training and supervising volunteers and staff
- providing information on available support resources within the local community
- encouraging and supporting clients to take part in activities suited to their particular needs and interests
- adapting programs to suit individual clients' needs, interests, skills and abilities

**Occupation:**

411311 Diversional Therapist

**411311 DIVERSIONAL THERAPIST**

Alternative Title:

Recreational Therapist

Plans, designs, coordinates and implements recreation and leisure-based activity programs to support, challenge and enhance the psychological, spiritual, social, emotional and physical wellbeing of individuals. Registration or licensing may be required.

Skill Level: 3

Specialisations:

Activities Coordinator

Activities Officer

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### UNIT GROUP 4114 ENROLLED AND MOTHERCRAFT NURSES

ENROLLED AND MOTHERCRAFT NURSES provide nursing care to patients in hospitals, aged care and other health care facilities and in the community, and assist parents in providing care to newborn infants under the supervision of a Registered Nurse or Midwife.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing is required.

**Tasks Include:**

- assessing, planning and implementing nursing care for patients according to accepted nursing practice and standards
- providing interventions, treatments and therapies such as administering medications, and monitoring responses to treatments and care plans
- assisting Registered Nurses and other team members to coordinate and evaluate care provided
- promoting and assisting in health education activities for the prevention of ill health
- bathing, feeding, changing and settling newborn infants
- providing advice and training on infant care to parents of newborn infants
- providing emotional support to parents of newborn infants

**Occupations:**

411411 Enrolled Nurse

411412 Mothercraft Nurse

**411411 ENROLLED NURSE**

Alternative Title:

Nursing Assistant (NZ)

Provides nursing care to patients in a variety of health, aged care, welfare and community settings under the supervision of Registered Nurses. Registration or licensing is required.

Skill Level: 2

Specialisation:

Medical Assistant (Defence)

**411412 MOTHERCRAFT NURSE**

Provides care to newborn infants, and provides advice and training on infant care to parents of newborn infants. Registration or licensing is required.

Skill Level: 2

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### UNIT GROUP 4115 INDIGENOUS HEALTH WORKERS

INDIGENOUS HEALTH WORKERS assist with the coordination and provision of health care delivery to Indigenous communities.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

#### **Tasks Include:**

- maintaining health records and statistics
- acting as an advocate in the community they serve, and as a communicator and interpreter on behalf of clients and other health workers
- providing clinical functions, such as case management and follow-up, independently or in consultation with other health care providers
- providing health education to individual clients and staff in health facilities
- providing cultural education to persons outside the cultural community and life skills education to the community they serve
- providing counselling and referring clients to other health care providers where necessary

### Occupations:

411511 Aboriginal and Torres Strait Islander Health Worker

411512 Kaiawhina (Hauora) (Maori Health Assistant)

### 411511 ABORIGINAL AND TORRES STRAIT ISLANDER HEALTH WORKER

Liaises with patients, clients, visitors to hospitals and other medical facilities and staff at health clinics, and works as a team member to arrange, coordinate and provide health care delivery in Aboriginal and Torres Strait Islander community health clinics. Registration or licensing may be required.

Skill Level: 2

### 411512 KAIABWHINA (HAUORA) (MAORI HEALTH ASSISTANT)

Assists with health care delivery to patients and clients in accordance with Tikanga Maori (Maori culture and custom).

Skill Level: 2

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### UNIT GROUP 4116 MASSAGE THERAPISTS

MASSAGE THERAPISTS perform therapeutic massage and administer body treatments for health, fitness and remedial purposes.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- massaging the soft tissues of the body, such as muscles, tendons and ligaments, to assist healing

- utilising a range of massage techniques to enhance sports performance and prevent injury
- administering treatments to promote relaxation, improve circulation and relieve muscle tension
- assessing and treating specific soft tissue dysfunction and providing rehabilitation advice
- employing other techniques, such as acupressure or Shiatsu, and complementary aids, such as infra-red lamps, wet compresses, ice, essential oils and herbal and mineral therapies, to assist recovery
- assessing client's physical condition and case history and advising on stretching exercises and relaxation techniques

**Occupation:**

411611 Massage Therapist

**411611 MESSAGE THERAPIST**

Performs therapeutic massage and administers body treatments for relaxation, health, fitness and remedial purposes.

Skill Level: 2

Specialisations:

Chinese (Tui-Na) Masseur  
Remedial Masseur  
Shiatsu Therapist  
Sports Medicine Masseur  
Thai Masseur

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### UNIT GROUP 4117 WELFARE SUPPORT WORKERS

WELFARE SUPPORT WORKERS provide support, information and advice to clients on emotional, financial, recreational, health, housing and other social welfare matters, and evaluate and coordinate the services of welfare and community service agencies.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

assessing clients' needs and planning, developing and implementing educational, training and support programs

- interviewing clients and assessing the nature and extent of difficulties
- monitoring and reporting on the progress of clients
- referring clients to agencies that can provide additional help
- assessing community need and resources for health, welfare, housing, employment, training and other facilities and services
- liaising with community groups, welfare agencies, government bodies and private businesses about community issues and promoting awareness of community resources and services
- supporting families and providing education and care for children and disabled persons in adult service units, group housing and government institutions
- supervising offenders on probation and parole
- assisting young people to solve social, emotional and financial problems
- preparing submissions for funding and resources, and reports to government bodies and other agencies

### **Occupations:**

411711 Community Worker  
411712 Disabilities Services Officer  
411713 Family Support Worker  
411714 Parole or Probation Officer  
411715 Residential Care Officer  
411716 Youth Worker

### **411711 COMMUNITY WORKER**

Facilitates community development initiatives and collective solutions within a community to address issues, needs and problems associated with recreational, health, housing, employment and other welfare matters.

Skill Level: 2

#### **Specialisations:**

Community Development Officer  
Community Support Worker  
Housing Officer

### **411712 DISABILITIES SERVICES OFFICER**

Works in a range of service units which provide education and community access to people with intellectual, physical, social and emotional disabilities.

Skill Level: 2

#### **411713 FAMILY SUPPORT WORKER**

Assists the work of Social Workers and Welfare Workers by providing services and support to families.  
Skill Level: 2

#### **411714 PAROLE OR PROBATION OFFICER**

Supervises offenders who have been placed on probation by court order or released conditionally from corrective service institutions.  
Skill Level: 2

#### **411715 RESIDENTIAL CARE OFFICER**

Provides care and supervision for children or disabled persons in group housing or institutional care.  
Skill Level: 2

#### **411716 YOUTH WORKER**

Alternative Titles:

Youth Officer  
Youth Support Worker

Assists young people as individuals or groups to solve social, emotional and financial problems in an agency framework.  
Skill Level: 2

Specialisations:

Juvenile Justice Officer  
Youth Accommodation Support Worker  
Youth Liaison Officer

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### SUB-MAJOR GROUP 42 CARERS AND AIDES

CARERS AND AIDES provide basic care, supervision and other support services to individuals for the enhancement of their education, health, welfare and comfort.

#### **Indicative Skill Level:**

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### **Tasks Include:**

- planning, conducting and participating in educational and recreational activities to encourage the physical, social, emotional and intellectual development of children

- supervising children in recreational activities
- preparing and distributing educational aids
- assisting children with intellectual, physical and behavioural difficulties with their academic studies
- assisting Professionals in the provision of care and support to aged and disabled persons, patients in hospitals, clinics and nursing homes, and children in residential care establishments
- assisting patients and clients with personal care needs, rehabilitative exercises and providing emotional support

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Child Carers

### MINOR GROUP 421 CHILD CARERS

CHILD CARERS provide care and supervision for children in residential homes and non-residential childcare centres.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- assisting in the preparation of materials and equipment for children's education and recreational activities

- managing children's behaviour and guiding children's social development
- preparing and conducting activities for children
- entertaining children by reading and playing games
- supervising children in recreational activities
- supervising the daily routine of children
- supervising the hygiene of children

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### UNIT GROUP 4211 CHILD CARERS

CHILD CARERS provide care and supervision for children in residential homes and non-residential childcare centres.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

#### Tasks Include:

- assisting in the preparation of materials and equipment for children's education and recreational activities
- managing children's behaviour and guiding children's social development
- preparing and conducting activities for children
- entertaining children by reading and playing games
- supervising children in recreational activities
- supervising the daily routine of children
- supervising the hygiene of children

### **Occupations:**

421111 Child Care Worker  
 421112 Family Day Care Worker  
 421113 Nanny  
 421114 Out of School Hours Care Worker

### **421111 CHILD CARE WORKER**

Alternative Title:

Child Care Aide

Provides care and supervision for children in programs, such as long day care and occasional care, in childcare centres, hospitals and educational centres. Registration or licensing may be required.

Skill Level: 4

Specialisations:

Child Care Group Leader (Aus) (Skill Level 2)  
 Children's Nursery Assistant  
 Creche Attendant  
 Early Childhood Worker

### **421112 FAMILY DAY CARE WORKER**

Alternative Title:

Family Day Carer

Provides care and supervision for babies and children, usually in the carer's own home and under local government or community-based schemes. Registration or licensing may be required.

Skill Level: 4

## 421113 NANNY

Assists parents in the provision of ongoing care and supervision for babies and children, usually in the child's home.

Skill Level: 4

## 421114 OUT OF SCHOOL HOURS CARE WORKER

Provides care for school age children in an out of school hours care program. Registration or licensing may be required.

Skill Level: 4

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Education Aides

### MINOR GROUP 422 EDUCATION AIDES

EDUCATION AIDES perform non-teaching duties to assist teaching staff in schools, provide care and supervision for children in preschools, and provide assistance to Aboriginal, Torres Strait Islander and Maori students and their teachers.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

demonstrating, supervising and participating in activities which enhance the physical, social, emotional and intellectual development of children in schools and preschool centres

- preparing indoor and outdoor areas for learning and recreational activities
- assisting children with intellectual, physical and behavioural difficulties with their academic studies
- assisting children individually to learn social skills
- assisting with preparing teaching aids, and copying and collating written and printed material
- distributing and collecting lesson material
- providing assistance to small groups of Aboriginal, Torres Strait Islander and Maori students
- providing home-school liaison and counselling for Aboriginal, Torres Strait Islander and Maori students and their families

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### UNIT GROUP 4221 EDUCATION AIDES

EDUCATION AIDES perform non-teaching duties to assist teaching staff in schools, provide care and supervision for children in preschools, and provide assistance to Aboriginal, Torres Strait Islander and Maori students and their teachers.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:



demonstrating, supervising and participating in activities which enhance the physical, social, emotional and intellectual development of children in schools and preschool centres

- preparing indoor and outdoor areas for learning and recreational activities
- assisting children with intellectual, physical and behavioural difficulties with their academic studies
- assisting children individually to learn social skills
- assisting with preparing teaching aids, and copying and collating written and printed material
- distributing and collecting lesson material
- providing assistance to small groups of Aboriginal, Torres Strait Islander and Maori students
- providing home-school liaison and counselling for Aboriginal, Torres Strait Islander and Maori students and their families

#### **Occupations:**

422111 Aboriginal and Torres Strait Islander Education Worker

422112 Integration Aide

422113 Kaiawhina Kohanga Reo (Maori Language Nest Assistant)

422114 Kaiawhina Kura Kaupapa Maori (Maori-medium School Assistant)

422115 Preschool Aide

422116 Teachers' Aide

#### **422111 ABORIGINAL AND TORRES STRAIT ISLANDER EDUCATION WORKER**

Assists Aboriginal and Torres Strait Islander students in their education, provides feedback to parents or guardians and teachers about students' progress, and liaises with educational bodies, government agencies and committees.

Skill Level: 4

Specialisations:

Aboriginal Education Worker Coordinator

Aboriginal Home-School Liaison Officer

#### **422112 INTEGRATION AIDE**

Assists children with developmental disabilities in mainstream schools.

Skill Level: 4

#### **422113 KAIAWHINA KOHANGA REO (MAORI LANGUAGE NEST ASSISTANT)**

Assists Kaiako Kohanga Reo (Maori Language Nest Teachers) with teaching duties and activities in the Maori language for children at pre-primary or early childhood level with emphasis given to Tikanga Maori (Maori

custom).  
Skill Level: 4

#### **422114 KAIABHINA KURA KAUPAPA MAORI (MAORI-MEDIUM SCHOOL ASSISTANT)**

Assists Kaiako Kura Kaupapa Maori (Maori-medium Primary School Teachers) with teaching duties and activities in the Maori language for children at primary school level with emphasis given to Tikanga Maori (Maori custom).  
Skill Level: 4

#### **422115 PRESCHOOL AIDE**

Provides care and supervision for children at preschool centres under the direction of Early Childhood (Pre-primary School) Teachers.  
Skill Level: 4

Specialisation:

Kindergarten Assistant

#### **422116 TEACHERS' AIDE**

Assists teaching staff in preparing teaching materials and with general classroom tasks.  
Skill Level: 4

Specialisations:

School Services Officer  
Student Liaison Officer  
Teachers' Assistant

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Personal Carers and Assistants

### MINOR GROUP 423 PERSONAL CARERS AND ASSISTANTS

PERSONAL CARERS AND ASSISTANTS provide basic care, supervision and other support services to individuals for the enhancement of their health, welfare and comfort.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- providing assistance, support, care and companionship to aged and disabled persons and others in need

- of care and in therapy programs
- assisting Dental Practitioners
- assisting in caring for patients in hospitals, clinics and nursing homes
- caring for and supervising children in residential childcare establishments and correctional institutions
- caring for people in refuges

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### UNIT GROUP 4231 AGED AND DISABLED CARERS

AGED AND DISABLED CARERS provide general household assistance, emotional support, care and companionship for aged and disabled persons in their own homes.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- accompanying aged and disabled persons during daily activities

- assisting clients with their mobility
- preparing food for clients
- arranging social activities
- performing housekeeping tasks such as vacuuming and cleaning
- assisting in personal hygiene and dressing
- providing companionship, friendship and emotional support
- may do shopping and run errands
- may live in with the person

**Occupation:**

423111 Aged or Disabled Carer

**423111 AGED OR DISABLED CARER**

Alternative Titles:

Aged or Disabled Care Worker  
Personal Carer  
Personal Care Worker

Provides general household assistance, emotional support, care and companionship for aged or disabled people in their own homes.

Skill Level: 4

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### UNIT GROUP 4232 DENTAL ASSISTANTS

DENTAL ASSISTANTS prepare patients for dental examination and assist Dental Practitioners, Hygienists and Therapists in providing care and treatment.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- receiving and preparing patients



- arranging and handing instruments, medication, and other dental requisites to Dental Practitioners
- preparing dental materials and processing X-rays
- using suction devices and water sprays
- performing routine maintenance on equipment
- sterilising and preventing cross infection of equipment
- may advise patients on dental health education and post-operative care and procedures
- may act as receptionist for Dental Practitioners
- may perform billing and other clerical tasks

**Occupation:**

423211 Dental Assistant

**423211 DENTAL ASSISTANT**

Alternative Titles:

Dental Chairside Assistant  
Dental Nurse

Prepares patients for dental examination and assists Dental Practitioners, Hygienists and Therapists in providing care and treatment.

Skill Level: 4

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### UNIT GROUP 4233 NURSING SUPPORT AND PERSONAL CARE WORKERS

NURSING SUPPORT AND PERSONAL CARE WORKERS provide assistance, support and direct care to patients in a variety of health, welfare and community settings.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

#### Tasks Include:

- assisting patients with their personal care needs such as showering, dressing and eating
- assisting patients with their mobility and communication needs
- participating in planning the care of individuals
- following therapy plans such as interventions to assist those with dementia and behavioural problems
- observing and reporting changes in patients' condition, and reporting complaints about care
- assisting with rehabilitation exercises, basic treatment and delivering medications
- providing direct support and assistance to therapists

### **Occupations:**

423311 Hospital Orderly  
 423312 Nursing Support Worker  
 423313 Personal Care Assistant  
 423314 Therapy Aide

### **423311 HOSPITAL ORDERLY**

Alternative Titles:

Patient Services Assistant  
 Wardsperson

Assists with the provision of care to patients in a hospital by ensuring wards are neat and tidy, lifting and turning patients and transporting them in wheelchairs or on movable beds, and providing direct care and support.

Skill Level: 4

### **423312 NURSING SUPPORT WORKER**

Alternative Titles:

Assistant in Nursing  
 Nurses' Aide (NZ)

Provides limited patient care under the direction of nursing staff.

Skill Level: 4

Specialisation:

Paramedical Aide

### **423313 PERSONAL CARE ASSISTANT**

Provides routine personal care services to people in a range of health care facilities or in a person's home.  
Skill Level: 4

#### **423314 THERAPY AIDE**

Alternative Title:

Therapist's Assistant

Assists therapists in providing therapy programs and in the direct care of their patients in a variety of health, welfare and community settings. Registration or licensing may be required.  
Skill Level: 4

Specialisations:

Diversional Therapist's Assistant  
Occupational Therapist's Assistant  
Physiotherapist's Assistant

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### UNIT GROUP 4234 SPECIAL CARE WORKERS

SPECIAL CARE WORKERS provide care and supervision for children and young people in residential and institutional facilities, and provide care and support to people in refuges.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

#### Tasks Include:

- planning and implementing programs of supervision and care for children and young people in residential care
- supervising and arranging activities to enhance the physical, social, emotional and intellectual development of children and young people in residential care
- waking children and young people and ensuring they are washed, dressed, fed and ready for educational and recreational activities
- supervising children and young people during domestic activities such as eating meals and showering
- maintaining discipline, enforcing regulations and behaviour standards, compiling disciplinary reports and assisting in implementing remedial measures
- organising refuge accommodation
- providing emotional support to residents of refuges
- referring residents of refuges for health and welfare assistance
- ensuring security of refuge

### **Occupations:**

423411 Child or Youth Residential Care Assistant

423412 Hostel Parent

423413 Refuge Worker

### **423411 CHILD OR YOUTH RESIDENTIAL CARE ASSISTANT**

Provides care and supervision for children and young people living in residential or institutional facilities such as group homes and correctional institutions. Registration or licensing may be required.

Skill Level: 4

### **423412 HOSTEL PARENT**

Alternative Title:

House Parent

Provides care and supervision for children and young people living in residential facilities such as boarding school residential colleges and hostels. Registration or licensing may be required.

Skill Level: 4

### **423413 REFUGE WORKER**

Provides services and support to people seeking assistance in a refuge.

Skill Level: 4

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### SUB-MAJOR GROUP 43 HOSPITALITY WORKERS

HOSPITALITY WORKERS provide services to patrons of hotels, bars, cafes, restaurants, casinos and similar establishments.

#### **Indicative Skill Level:**

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or



NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

**Tasks Include:**

- serving and selling beverages
- taking food orders and serving food
- clearing used dishes, cutlery and glassware from dining and drinking areas
- providing gaming services within casinos and other gaming establishments
- supervising and coordinating the activities of hotel porters and other hotel staff
- explaining and enforcing safety regulations in hotels
- carrying luggage and escorting guests
- may book tours, taxis and restaurants for guests

This section contains the following subsection :

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Hospitality Workers

### MINOR GROUP 431 HOSPITALITY WORKERS

HOSPITALITY WORKERS provide services to patrons of hotels, bars, cafes, restaurants, casinos and similar establishments.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

**Tasks Include:**

- serving and selling beverages
- taking food orders and serving food
- clearing used dishes, cutlery and glassware from dining and drinking areas
- providing gaming services within casinos and other gaming establishments
- supervising and coordinating the activities of hotel porters and other hotel staff
- explaining and enforcing safety regulations in hotels
- carrying luggage and escorting guests
- may book tours, taxis and restaurants for guests

This section contains the following subsection :

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### UNIT GROUP 4311 BAR ATTENDANTS AND BARISTAS

BAR ATTENDANTS AND BARISTAS prepare, mix and serve alcoholic and non-alcoholic drinks to patrons in bars in licensed establishments, and prepare and serve espresso coffee and other hot beverages to patrons in cafes, coffee shops and dining establishments.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

preparing, serving and selling cocktails, mixed drinks, bottled, canned and other alcoholic and non-alcoholic beverages, and a variety of coffee beverages such as lattes, cappuccinos and other espresso-based beverages

- cleaning and maintaining bar service areas, coffee-making areas and espresso machines
- collecting payment for sales and operating cash registers
- promoting services and products
- washing glassware and arranging bottles and glasses
- tapping kegs and attaching supply lines
- replenishing drink dispensers, shelves and refrigerators
- selling light snacks
- selecting and grinding coffee

### **Occupations:**

431111 Bar Attendant

431112 Barista

### **431111 BAR ATTENDANT**

Alternative Title:

Bar Steward

Prepares, mixes and serves alcoholic and non-alcoholic drinks to patrons in a bar in a licensed establishment.

Skill Level: 4

### **431112 BARISTA**

Prepares and serves espresso coffee and other hot beverages to patrons in a cafe, coffee shop, restaurant or dining establishment.

Skill Level: 4

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### UNIT GROUP 4312 CAFE WORKERS

CAFE WORKERS sell and serve food and beverages for consumption on premises in cafes and similar establishments.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- preparing and serving food and beverages for consumption on the premises
- taking customers' food and beverage orders

- operating cash registers, accepting payments and preparing sales invoices
- clearing away used dishes and cutlery from tables when customers are finished
- cleaning and preparing tables for use
- washing dishes, cutlery and cooking utensils
- cleaning cafe equipment such as coffee grinders, espresso machines and ice makers
- participating in stocktakes and assisting in putting away new stock
- providing backup to other cafe employees

**Occupation:**

431211 Cafe Worker

**431211 CAFE WORKER**

Alternative Titles:

Cafe Assistant  
Cafe Attendant

Sells and serves food and beverages for consumption on premises in a cafe or similar establishment.

Skill Level: 5

Specialisation:

Canteen Attendant

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### UNIT GROUP 4313 GAMING WORKERS

GAMING WORKERS provide gaming services within casinos and other gambling establishments.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### **Tasks Include:**

- ensuring that games operating in the casino pit run smoothly
- monitoring cash drops to cashiers and chip transactions

- observing incidents and settling disputes arising at gaming tables
- dealing games in accordance with casino rules, policies and procedures and ensuring that bets are placed within the rules of the game
- checking that appropriate betting limit signs are in place
- checking playing cards
- verifying cash and colour chip change involving larger amounts with the casino gaming inspector
- advising patrons about the rules and etiquette of games
- counting the amount of cash chips in the float and entering a closer slip with the corresponding amount in the cash total
- calculating and paying winning bets

**Occupation:**

431311 Gaming Worker

**431311 GAMING WORKER**

Alternative Title:

Croupier

Provides gaming services within a casino or other gambling establishment.

Skill Level: 4

Specialisations:

Casino Gaming Inspector

Gaming Pit Boss

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### UNIT GROUP 4314 HOTEL SERVICE MANAGERS

HOTEL SERVICE MANAGERS supervise and coordinate the activities of hotel service workers.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### **Tasks Include:**

- determining work requirements and allocating duties to Commercial Housekeepers, Luggage Porters and

Doorpersons

- conferring with managers to coordinate activities with other organisational units
- maintaining attendance records and rosters
- explaining and enforcing safety regulations
- overseeing the work of the unit and suggesting improvements and changes
- conferring with workers to resolve grievances
- may perform front office and hotel reception duties

**Occupation:**

431411 Hotel Service Manager

**431411 HOTEL SERVICE MANAGER**

Alternative Title:

Hotel Service Supervisor

Supervises and coordinates the activities of hotel service workers.

Skill Level: 3

Specialisations:

Front Office Manager (Hotel)

Head Housekeeper

Head Porter (Hotel)

Hotel Concierge

Hotel Office Manager

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### UNIT GROUP 4315 WAITERS

WAITERS serve food and beverages in hotels, restaurants, clubs and dining establishments.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### **Tasks Include:**

- setting and arranging tables
- greeting customers and presenting them with menus and beverage lists

- taking orders and relaying them to kitchen and bar staff
- serving food and beverages
- opening bottles and pouring beverages
- clearing tables and returning dishes and cutlery to kitchen
- removing empty bottles and used glasses from tables, and refilling and replacing glasses
- collecting payments for sales and operating point of sales machines and cash registers
- may recommend wines to complement food

**Occupation:**

431511 Waiter

**431511 WAITER**

Alternative Title:

Food and Beverage Attendant

Serves food and beverages in a hotel, restaurant, club or dining establishment.

Skill Level: 4

Specialisations:

Drink Waiter  
Formal Service Waiter  
Silver Service Waiter  
Sommelier  
Wine Steward

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### UNIT GROUP 4319 OTHER HOSPITALITY WORKERS

This unit group covers Hospitality Workers not elsewhere classified. It includes Bar Useful or Bussers, and Doorpersons or Luggage Porters.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Occupations:

431911 Bar Useful or Busser

431912 Doorperson or Luggage Porter

431999 Hospitality Workers nec

### **431911 BAR USEFUL OR BUSSER**

Alternative Titles:

Bar Back

Glassie

Cleans and maintains public areas in a bar, club or dining establishment by collecting and returning dishes, cutlery and glasses to the kitchen or bar, wiping tables, bars and spillages, and emptying bins and ashtrays.

Skill Level: 5

### **431912 DOORPERSON OR LUGGAGE PORTER**

Assists guests in an accommodation establishment or passengers in a transport terminal by attending to and carrying luggage, welcoming and escorting guests, and attending to their general needs on arrival and departure.

Skill Level: 5

### **431999 HOSPITALITY WORKERS NEC**

This occupation group covers Hospitality Workers not elsewhere classified.

Skill Level: 5

Occupations in this group include:

Cellar Hand (Hotel)

Uniform Room Attendant

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### SUB-MAJOR GROUP 44 PROTECTIVE SERVICE WORKERS

PROTECTIVE SERVICE WORKERS protect and preserve property, public order and safety through the provision of defence, firefighting, police, custodial and security services.

#### **Indicative Skill Level:**

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

**Tasks Include:**

- providing specialised military services to the defence forces
- controlling and extinguishing fires
- maintaining public order and safety through the enforcement of laws
- observing the conduct and behaviour of prisoners to prevent disturbances and escapes
- patrolling and guarding properties, and checking for unauthorised entry
- conducting investigations for clients
- advising clients on security requirements, and recommending and designing security specifications

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GROUP 441 Defence Force Members, Fire Fighters and Police

### MINOR GROUP 441 DEFENCE FORCE MEMBERS, FIRE FIGHTERS AND POLICE

DEFENCE FORCE MEMBERS, FIRE FIGHTERS AND POLICE protect and preserve property, public order and safety through the provision of specialised military services to the defence forces, the enforcement of laws, attendance at emergencies, and control and extinguishment of fires.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- performing specialised military services for the defence forces
- controlling and extinguishing fires
- rescuing people stranded or trapped in dangerous situations
- maintaining public order and safety
- patrolling assigned areas
- investigating offences and complaints
- gathering evidence
- pursuing, arresting and interviewing suspects
- maintaining records and preparing reports

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### UNIT GROUP 4411 DEFENCE FORCE MEMBERS - OTHER RANKS

DEFENCE FORCE MEMBERS - OTHER RANKS provide specialised military services to the Australian and New Zealand Defence Forces.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- guarding airfields and other defence force bases
- serving as an infantry soldier
- erecting bridges, building field defences, constructing temporary roads, clearing minefields, repairing airfields and demolishing targets using explosives
- crewing armoured fighting vehicles
- operating artillery, ground and surface-based defence systems, shipboard weapons and other advanced specialist military weapons and equipment
- providing firepower and ground-based air defence
- establishing and maintaining command, control and communications equipment and facilities
- conducting surveillance, reconnaissance and boarding operations
- maintaining personal arms and ammunition

### **Occupation:**

441111 Defence Force Member - Other Ranks

### **441111 DEFENCE FORCE MEMBER - OTHER RANKS**

Provides specialised military services to the Australian or New Zealand Defence Forces.

This occupation includes the following ranks:

Air Force: Aircraftman/Aircraftwoman, Corporal, Leading Aircraftman/Aircraftwoman

Army: Corporal, Lance Corporal, Private

Navy: Able Seaman, Leading Seaman, Seaman

This occupation excludes Defence Force Members - Other Ranks performing duties for which there is a civilian equivalent. These members are included with the closest civilian occupation. For example, Mechanic Recovery is included in Unit Group 7331 Truck Drivers, in Occupation 733115 Tow Truck Driver.

Skill Level: 3

Specialisations:

Aircraft Life Support Fitter (Air Force)  
 Airfield Defence Guard (Air Force)  
 Air Surveillance Operator (Air Force)  
 Geospatial Imagery Intelligence Analyst (Air Force)  
 Security Police (Air Force)  
 Signal Operator Linguist (Air Force)  
 Signal Operator Technical (Air Force)  
 Aircraft Life Support Fitter (Army)  
 Air Dispatcher (Army)  
 Combat Engineer (Army)  
 Commando (Army)

Crewman Armoured Personnel Carrier M113 (Army)  
Crewman Australian Light Armoured Vehicle (ASLAV) (Army)  
Crewman Main Battle Tank (Army)  
Ground Crewman Mission Support (Army)  
Gun Number (Army)  
Marine Specialist (Army)  
Operator Artillery Meteorology and Surveyor (Army)  
Operator Electronic Warfare (Army)  
Operator Ground Based Air Defence (Army)  
Operator Weapon Locating Radar (Army)  
Rifleman (Army)  
Acoustic Warfare Analyst (Navy)  
Aircraftman (Navy)  
Boatswains Mate (Navy)  
Combat Systems Operator (Navy)  
Combat Systems Operator Mine Warfare (Navy)  
Electronic Warfare - Linguist (Navy)  
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### UNIT GROUP 4412 FIRE AND EMERGENCY WORKERS

FIRE AND EMERGENCY WORKERS attend emergencies to minimise risk to community safety and security and protect life and property.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Tasks Include:**

- attending the scene of fires and other emergencies reported to authorities
- rescuing and evacuating people stranded or trapped in dangerous situations
- operating pumps, spraying water, foam and chemicals from hoses, portable extinguishers and other appliances to extinguish fires and to disperse or neutralise dangerous substances
- cutting openings in buildings and crashed vehicles to free occupants
- maintaining site security systems
- administering first aid
- attending and participating in training activities, rescue classes, drills, demonstrations and courses in emergency and fire-fighting techniques
- training recruits in emergency procedures and practices
- visiting buildings and potential fire hazards to study access points and locations of hydrants
- maintaining tools and equipment

**Occupations:**

441211 Emergency Service Worker

441212 Fire Fighter

**441211 EMERGENCY SERVICE WORKER**

Alternative Title:

Emergency Response Officer

Attends the scene of emergencies to minimise risk to community safety and security.

Skill Level: 3

Specialisation:

Industrial Paramedic

**441212 FIRE FIGHTER**

Responds to fire alarms and emergency calls, controls and extinguishes fires, and protects life and property.

Registration or licensing is required.

Skill Level: 3

Specialisations:

Fire Engineer (Army)

Fire Prevention Officer

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### UNIT GROUP 4413 POLICE

POLICE protect and preserve property, public order and safety through the enforcement of laws.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### **Tasks Include:**

- investigating and prosecuting offences committed in areas such as organised, corporate and computer crime, environmental offences, drug trafficking, fraud, counterfeiting and terrorism

- securing and examining scenes of crimes and accidents to locate and obtain evidence for analysis
- protecting witnesses and investigating official corruption
- maintaining public order and safety
- patrolling assigned areas to minimise potential for public disturbance and crime
- investigating accidents, crimes, minor offences and citizens' complaints, gathering evidence, and pursuing, arresting and interviewing suspected offenders
- testing persons suspected of driving under the influence of alcohol and drugs and issuing infringement notices for traffic offences
- directing and re-routing traffic at congested areas
- attending community meetings and answering inquiries from the public where necessary
- providing advice and assistance to victims of crime and their families
- maintaining records and preparing reports

### **Occupations:**

441311 Detective  
441312 Police Officer

### **441311 DETECTIVE**

Investigates serious crimes, such as terrorism, homicide, armed robbery, vice and arson, and gathers evidence to arrest and prosecute suspected offenders.

Skill Level: 2

Specialisations:

Detective Sergeant  
Plain Clothes Police Officer

### **441312 POLICE OFFICER**

Maintains public order, and enforces laws by investigating crimes, patrolling public areas and arresting suspected offenders.

Skill Level: 2

Specialisations:

Bomb Squad Officer  
Mounted Police Officer  
Search and Rescue Officer  
Tactical Response Group Officer



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GROUP 442 Prison and Security Officers

### MINOR GROUP 442 PRISON AND SECURITY OFFICERS

PRISON AND SECURITY OFFICERS supervise and control the activities of inmates in correctional institutions, and provide security and investigative services to organisations and individuals.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

**Tasks Include:**

- observing the conduct and behaviour of prisoners to prevent disturbances and escapes
- supervising prisoners during work assignments, recreational periods, sporting activities and meals
- patrolling and guarding properties, and checking for unauthorised entry
- providing armed escort for the transport of cash and other valuables
- maintaining order at venues where there are large gatherings of people
- conducting investigations for clients
- advising clients on security requirements and recommending and designing security specifications

This section contains the following subsection :

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### UNIT GROUP 4421 PRISON OFFICERS

PRISON OFFICERS supervise and control the activities of inmates in prisons and other correctional institutions.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- observing the conduct and behaviour of prisoners to prevent disturbances and escapes

- inspecting and maintaining the security of locks, window bars, grilles, doors and gates
- supervising prisoners during work assignments, recreational periods, sporting activities and meals
- assisting with the implementation of education, rehabilitation and other programs organised for prisoners
- searching prisoners and cells for weapons, drugs and other contraband items
- patrolling assigned areas and reporting breaches of rules, unsatisfactory attitudes and prisoner adjustment problems
- requisitioning prisoners' clothing, toiletries, reading material and other allowable items
- supervising prisoners in transit between courts, prisons and other facilities

**Occupation:**

442111 Prison Officer

**442111 PRISON OFFICER**

Alternative Title:

Correctional Officer (Aus)  
Corrections Officer (NZ)

Supervises and controls the activities of inmates in a prison or other correctional institution.

Skill Level: 4

Specialisation:

Custodial Officer

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### UNIT GROUP 4422 SECURITY OFFICERS AND GUARDS

SECURITY OFFICERS AND GUARDS provide security and investigative services to organisations and individuals.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required. Registration or licensing may be required.

The occupation Security Consultant has a level of skill commensurate with the qualifications and experience

outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

The occupations Crowd Controller and Private Investigator have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Tasks Include:**

- patrolling property and checking doors, windows and gates for unauthorised entry
- watching for irregularities such as fire hazards, malfunctions of machines and equipment, lights left on, leaking water pipes and unlocked security doors
- issuing security passes to authorised visitors and giving directions
- monitoring alarms and contacting supervisors, police and fire brigades by radio or phone if security is breached or fire is detected
- picking up and ensuring the safe delivery of cash, payrolls and valuables
- operating coin and currency counting machines, and carrying out cash counting and packaging functions
- maintaining order at venues where there are large gatherings of people
- conducting investigations for clients and preparing evidence for court proceedings
- detecting and investigating theft and other unlawful acts carried out in retail establishments
- advising clients on security requirements and designing security specifications

**Occupations:**

442211 Alarm, Security or Surveillance Monitor  
442212 Armoured Car Escort  
442213 Crowd Controller  
442214 Private Investigator  
442215 Retail Loss Prevention Officer  
442216 Security Consultant  
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**442211 ALARM, SECURITY OR SURVEILLANCE MONITOR**

Monitors security alarms, CCTV and other surveillance equipment, and contacts supervisors, police or fire brigades if security is breached or fire is detected. Registration or licensing may be required.

Skill Level: 5

**442212 ARMoured CAR ESCORT**

Provides armed escort for transportation and delivery of cash and other valuables. Registration or licensing may be required.

Skill Level: 5

**442213 CROWD CONTROLLER**

Alternative Title:

Bouncer

Carries out crowd control duties at entertainment, sporting or recreational venues. Registration or licensing may be required.

Skill Level: 4

**442214 PRIVATE INVESTIGATOR**

Alternative Title:

Private Inquiry Agent



Conducts investigations for clients and prepares evidence for court proceedings. Registration or licensing is required.

Skill Level: 4

#### **442215 RETAIL LOSS PREVENTION OFFICER**

Detects and investigates shoplifting, fraud and other unlawful acts of employees or customers of a retail establishment. Registration or licensing may be required.

Skill Level: 5

#### **442216 SECURITY CONSULTANT**

Advises clients on security requirements, and recommends and designs security specifications. Registration or licensing may be required.

Skill Level: 3

#### **442217 SECURITY OFFICER**

Alternative Title:

Security Guard

Patrols and guards industrial and commercial property, railway yards, stations and other facilities. Registration or licensing may be required.

Skill Level: 5

Specialisations:

Mobile Patrol Officer

Railway Patrol Officer

#### **442299 SECURITY OFFICERS AND GUARDS NEC**

This occupation group covers Security Officers and Guards not elsewhere classified. Registration or licensing may be required.

Skill Level: 5

Occupations in this group include:

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### SUB-MAJOR GROUP 45 SPORTS AND PERSONAL SERVICE WORKERS

SPORTS AND PERSONAL SERVICE WORKERS participate in, and instruct people in, sports and fitness, and provide travel, tourism and other personal services to individuals.

#### **Indicative Skill Level:**

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

**Tasks Include:**

- providing beauty therapy and personal care services
- instructing individuals and groups in the theory and application of driving
- preparing bodies for burial and arranging and conducting funerals
- escorting people on tours
- planning, organising and providing advice about travel and accommodation for clients
- providing services for the safety and comfort of passengers in aircraft, ships and railway sleeping cars
- delivering group exercise classes and one-to-one tuition in a variety of fitness activities
- organising and supervising groups involved in outdoor adventures such as bungee jumping, fishing and hunting, mountaineering, trekking and whitewater rafting
- participating in and officiating at sporting competitions, and coaching and training sporting competitors
- promoting sports and sports skill development

This section contains the following subsection :

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MINOR GROUP 451 Personal Service and Travel Workers

### MINOR GROUP 451 PERSONAL SERVICE AND TRAVEL WORKERS

PERSONAL SERVICE AND TRAVEL WORKERS provide beauty and personal care services, travel and tourism services, driving instruction, and funereal and other personal services to clients.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

**Tasks Include:**

- providing beauty therapy and personal care services
- instructing individuals and groups in the theory and application of driving
- preparing bodies for burial and arranging and conducting funerals
- conducting civil marriage and other ceremonies
- escorting people on tours
- planning and organising travel and accommodation for clients
- providing travel and accommodation advice
- providing services for the safety and comfort of passengers in aircraft, ships and railway sleeping cars
- providing sexual services and social companionship to clients

This section contains the following subsection :

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### UNIT GROUP 4511 BEAUTY THERAPISTS

BEAUTY THERAPISTS provide skin analyses, facial therapies, skin-care treatments and body treatments such as massage to clients.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- discussing client needs, analysing skin characteristics and advising on suitable skin care, treatments and

- application of make-up
- applying general cosmetic and corrective make-up
- performing manicures and pedicures including decorative nail art, application of artificial nails, nail repair, and other specialised hand and foot treatments
- performing facial and body treatments such as massages
- treating unwanted hair through waxing, bleaching, tinting, depilation and electrolysis
- evaluating beauty therapy processes and products
- receiving bookings, arranging appointments and maintaining client records
- providing advice on and selling cosmetic products

**Occupation:**

451111 Beauty Therapist

**451111 BEAUTY THERAPIST**

Provides skin analyses, facial therapies, skin-care treatments and body treatments such as massage to clients.

Skill Level: 4

Specialisations:

Electrologist (Hair Remover)

Manicurist

Nail Technician

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### UNIT GROUP 4512 DRIVING INSTRUCTORS

DRIVING INSTRUCTORS instruct individuals and groups in the theory and application of driving motor vehicles.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing is required.

**Tasks Include:**

- instructing students under actual driving conditions, and explaining and demonstrating the operation of brakes, clutch, gear selection, automatic transmission, signals and lights
- teaching road traffic regulations
- teaching road craft and road safety
- advising students when they are ready to undergo driving examination
- may advise on and teach advanced driving techniques required for emergency situations
- may illustrate and explain handling and mechanical operation of motor vehicles and driving techniques using blackboard diagrams and audiovisual aids

**Occupation:**

451211 Driving Instructor

**451211 DRIVING INSTRUCTOR**

Instructs individuals and groups in the theory and application of driving motor vehicles. Registration or licensing is required.

Skill Level: 3

Specialisation:

Motorcycle Riding Instructor

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### UNIT GROUP 4513 FUNERAL WORKERS

FUNERAL WORKERS prepare bodies for viewing and burial, arrange and conduct funerals, and perform other specialist funereal services.

#### Indicative Skill Level:

The occupation Funeral Director has a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

The occupation Funeral Workers nec has a level of skill commensurate with the qualifications and experience

outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Tasks Include:**

- interviewing families and associates of the deceased to assist with funeral arrangements such as the selection of coffin, type of service and publication of death notices
- advising on funeral costs and welfare provisions
- collecting bodies from mortuaries
- ensuring death certificates have been issued, burial and cremation certificates processed and that other legal requirements are met
- preparing bodies for viewing and burial by washing, draining body fluids, applying padding and cosmetics, dressing bodies and placing them in coffins
- liaising with clergy and cemetery and crematorium staff
- coordinating the movement of coffins and funeral cars, arranging floral displays and collecting attendance and tribute cards
- arranging the placement of coffins at funeral sites, and placing and adjusting floral displays and lighting
- keeping records and accounts of transactions and services performed
- may arrange the construction of memorials and the disposal of ashes

**Occupations:**

451311 Funeral Director

451399 Funeral Workers nec

**451311 FUNERAL DIRECTOR**

Alternative Titles:

Mortician

Undertaker

Plans and coordinates arrangements for funerals according to the wishes of the deceased or their relatives.  
Registration or licensing may be required.  
Skill Level: 2

### **451399 FUNERAL WORKERS NEC**

This occupation group covers Funeral Workers not elsewhere classified. Registration or licensing may be required.

Skill Level: 3

Occupations in this group include:

Embalmer  
Funeral Director's Assistant

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### UNIT GROUP 4514 GALLERY, MUSEUM AND TOUR GUIDES

GALLERY, MUSEUM AND TOUR GUIDES direct and guide visitors in galleries and museums, and escort visitors on sightseeing, educational and other tours.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- meeting and greeting visitors



- controlling visitors' access to exhibits
- ensuring safety of collections
- maintaining attendance records
- planning and rearranging schedules and itineraries
- planning, organising and conducting tours
- arranging transportation and accommodation for visitors following planned itineraries
- arranging entry to places of interest
- answering questions, providing commentaries, issuing brochures and tour literature, showing audiovisual presentations, and explaining features and procedures at tour sites
- may assist with installing and dismantling exhibits

**Occupations:**

451411 Gallery or Museum Guide

451412 Tour Guide

**451411 GALLERY OR MUSEUM GUIDE**

Alternative Title:

Gallery or Museum Attendant

Answers inquiries and directs and guides visitors in a gallery or museum.

Skill Level: 4

**451412 TOUR GUIDE**

Alternative Titles:

Tour Escort

Tour Leader

Escorts visitors on sightseeing, educational and other tours, and describes and explains points of interest.

Skill Level: 4

Specialisation:

Regional Guide

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### UNIT GROUP 4515 PERSONAL CARE CONSULTANTS

PERSONAL CARE CONSULTANTS provide personal care services, such as natural relaxation and health treatments, and weight loss advice.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- interviewing clients to work out their needs

treating emotional, psychological and physical imbalances of the body using natural techniques and diagnostic methods

- monitoring and correcting imbalances in the body using muscle testing techniques
- advising clients on dietary requirements and exercise programs
- recording clients' weight and measurements
- instructing clients on the use of exercise equipments
- providing support and counselling

#### **Occupations:**

451511 Natural Remedy Consultant

451512 Weight Loss Consultant

451513 Herbalist (Western)

#### **451511 NATURAL REMEDY CONSULTANT**

Uses natural techniques and diagnostic methods for treatment, relaxation and health purposes.

Skill Level: 4

Specialisations:

Aromatherapist

Holistic Pulser

Iridologist

Kinesiologist

Reflexologist

#### **451512 WEIGHT LOSS CONSULTANT**

Assists clients with advice and practical solutions for losing weight or body fat.

Skill Level: 4

#### **451513 HERBALIST (WESTERN)**

Utilises plants and plant based material to create medicines to help prevent or treat various illnesses.

Skill Level: 4

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### UNIT GROUP 4516 TOURISM AND TRAVEL ADVISERS

TOURISM AND TRAVEL ADVISERS plan and organise travel and accommodation for clients, and provide travel and accommodation information to tourists.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- determining clients' requirements for travel, accommodation and special interests

- suggesting itineraries based on available travel routes and cost, availability and convenience of transport
- making and confirming travel and accommodation reservations and informing clients of bus, plane, ship and train connections
- notifying clients of travel dates, baggage limits, and medical and visa requirements
- providing information on tourist attractions and tour availability, and procedures for dealing with lost and stolen documents
- assisting with travel clearances
- collecting payments and issuing clients' itineraries, relevant documentation, tickets for travel and vouchers for accommodation
- providing information on travel insurance, relevant government regulations such as customs regulations, and use of credit cards and traveller's cheques
- answering inquiries from tourists and offering suggestions about tours, travel routes, accommodation and local customs
- providing literature and information on local and interstate tours and places of interest
- discussing transport availability and cost
- may work in a call centre

### **Occupations:**

451611 Tourist Information Officer

451612 Travel Consultant

### **451611 TOURIST INFORMATION OFFICER**

Alternative Title:

Tourist Adviser

Provides travel and accommodation information to tourists. May work in a call centre.

Skill Level: 4

### **451612 TRAVEL CONSULTANT**

Alternative Title:

Travel Agent

Plans travel, accommodation and associated arrangements for clients and makes travel bookings. May work in a call centre.

Skill Level: 4

Specialisations:

Business Travel Consultant  
Domestic Travel Consultant  
International Travel Consultant

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### UNIT GROUP 4517 TRAVEL ATTENDANTS

TRAVEL ATTENDANTS provide services for the safety and comfort of passengers in aircraft, ships and railway sleeping cars.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- managing safety and emergency procedures and making public announcements
- coordinating the sale of goods to passengers and completion of any customs and immigration documentation which may be required
- conducting safety checks and demonstrations of safety equipment and procedures
- assisting passengers in emergency drills, carrying out emergency procedures, assisting and directing passengers in emergencies
- checking passengers' tickets and directing them to seats and cabins
- tidying aircraft, ship and railway cabins, and receiving and stowing food, equipment and cabin baggage
- operating galleys, preparing and heating food for passengers, and serving refreshments and meals
- distributing reading material, pillows, blankets and other amenities for the comfort of passengers

**Occupations:**

451711 Flight Attendant  
451799 Travel Attendants nec

**451711 FLIGHT ATTENDANT**

Alternative Title:

Cabin Crew

Provides services for the safety and comfort of aircraft passengers.  
Skill Level: 3

Specialisations:

Cabin Supervisor (Aircraft)  
Crew Attendant (Air Force)

**451799 TRAVEL ATTENDANTS NEC**

This occupation group covers Travel Attendants not elsewhere classified.  
Skill Level: 3

Occupations in this group include:

Marine Steward

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### UNIT GROUP 4518 OTHER PERSONAL SERVICE WORKERS

This unit group covers Personal Service Workers not elsewhere classified. It includes Civil Celebrants, Hair or Beauty Salon Assistants, Sex Workers or Escorts, Body Artists, First Aid Trainers and Religious Assistants.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

The occupation First Aid Trainer has a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. The occupations Hair or Beauty Salon Assistant and Sex Worker or Escort have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

**Occupations:**

451811 Civil Celebrant  
451812 Hair or Beauty Salon Assistant  
451813 Sex Worker or Escort  
451814 Body Artist  
451815 First Aid Trainer  
451816 Religious Assistant  
451899 Personal Service Workers nec

**451811 CIVIL CELEBRANT**

Conducts civil marriage ceremonies, funerals, commitment ceremonies, namings and other ceremonies, and maintains appropriate records. Registration or licensing is required.

Skill Level: 4

#### **451812 HAIR OR BEAUTY SALON ASSISTANT**

Assists Hairdressers or Beauty Therapists by performing routine tasks in a hairdressing or beauty salon.

Skill Level: 5

#### **451813 SEX WORKER OR ESCORT**

Alternative Title:

Prostitute

Provides clients with sexual services or social companionship.

Skill Level: 5

Specialisations:

Dominatrix

Telephone Sex Worker

#### **451814 BODY ARTIST**

Decorates, adorns or modifies the human body either permanently or temporarily by using a range of techniques such as tattooing by inserting ink under layers of skin, painting or dyeing the skin; piercing by implanting jewellery and other bio-compatible material in or under the skin; and modification by cutting, branding, manipulating, stretching and scarring to change the shape of or create patterns in the skin, using scalpel, heat and restraining techniques. Registration or licensing may be required.

Skill Level: 4

Specialisations:

Body Piercer

Tattooist

#### **451815 FIRST AID TRAINER**

Alternative Title:

First Aid Instructor

Conducts first aid training courses in a variety of settings to a range of clients including corporate clients,

school students, community groups and other members of the public.

Skill Level: 3

#### **451816 RELIGIOUS ASSISTANT**

Supports Ministers of Religion or a religious community in performing a variety of religious functions associated with the practise of a religion, including worship, spiritual guidance, pastoral care and teaching.

Skill Level: 4

Specialisation:

Pastoral Worker

#### **451899 PERSONAL SERVICE WORKERS NEC**

This occupation group covers Personal Service Workers not elsewhere classified.

Skill Level: 4

Occupations in this group include:

Astrologer

Bus Escort

Butler

Dog Walker

First Aid Officer

Horse Racing Analyst

Nutrition Assistant

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MINOR GROUP 452 Sports and Fitness Workers

### MINOR GROUP 452 SPORTS AND FITNESS WORKERS

SPORTS AND FITNESS WORKERS direct, instruct and guide individuals and groups in physical fitness and outdoor adventure activities, coach, train and instruct sporting competitors, and participate in and officiate at sporting events.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- developing and designing fitness programs
- delivering group exercise classes and personal tuition in a variety of fitness activities
- organising and supervising groups involved in outdoor adventures such as bungee jumping, fishing and hunting, mountaineering, trekking and whitewater rafting
- demonstrating and providing instruction in the use of outdoor adventure equipment and techniques required for participation
- coaching, training and instructing sportspersons by analysing performances and developing abilities
- planning and directing game strategies, developing play patterns, analysing game progress and motivating players
- promoting sports and sports skills development, and overseeing the participation of young people in sport
- officiating at sporting events to enforce rules
- coordinating and directing sporting activities, and liaising with other officials to interpret and enforce rules and regulations relating to sport
- competing in and training for sporting events

This section contains the following subsection :

[UNIT GROUP 4521 Fitness Instructors](#)

[UNIT GROUP 4522 Outdoor Adventure Guides](#)

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### UNIT GROUP 4521 FITNESS INSTRUCTORS

FITNESS INSTRUCTORS direct, instruct and guide individuals and groups in the pursuit of physical fitness and wellbeing.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- consulting with various Health Professionals to develop and design fitness programs

designing individual fitness programs based on assessment of the client's age, level of fitness, goals and abilities

- delivering group exercise classes and personal tuition in a variety of fitness activities in a safe and creative manner
- demonstrating and teaching body movements and skills used in fitness routines
- setting up and monitoring fitness equipment and ensuring that equipment is safe, clean and in working condition
- teaching and advising on the use of fitness equipment
- ensuring clients are aware of and adhere to safety and injury prevention procedures
- reporting accidents and preparing accident reports
- maintaining a working knowledge of current health and safety standards and ensuring working practices and procedures conform to current legislation
- maintaining current first aid certificates

### Occupation:

452111 Fitness Instructor

### 452111 FITNESS INSTRUCTOR

Directs, instructs and guides individuals or groups in the pursuit of physical fitness and wellbeing.

Skill Level: 4

Specialisations:

Aerobics Instructor

Gym Instructor

Physical Fitness Trainer

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### UNIT GROUP 4522 OUTDOOR ADVENTURE GUIDES

OUTDOOR ADVENTURE GUIDES direct, instruct and guide individuals and groups in outdoor adventure activities such as bungee jumping, fishing and hunting, mountaineering, trekking and whitewater rafting.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- meeting members of a tour on arrival and making introductions

organising and supervising groups involved in outdoor adventures such as bungee jumping, fishing and hunting, mountaineering, trekking and whitewater rafting

- setting up and maintaining equipment, and ensuring that equipment is safe and in working condition
- demonstrating and providing instruction in the use of equipment and techniques required for participation
- providing advice on safety measures, and ensuring that activities are conducted in a manner to minimise risk to participants
- responding to emergencies by providing first aid assistance and taking appropriate further action if required
- answering questions and advising on local interest points within a specific region
- may maintain written reports of daily activities and carry out other administrative work

### **Occupations:**

452211 Bungee Jump Master

452212 Fishing Guide

452213 Hunting Guide

452214 Mountain or Glacier Guide

452215 Outdoor Adventure Instructor

452216 Trekking Guide

452217 Whitewater Rafting Guide

452299 Outdoor Adventure Guides nec

### **452211 BUNGEE JUMP MASTER**

Directs, supervises and controls bungee jumping activities for individuals.

Skill Level: 4

### **452212 FISHING GUIDE**

Plans, organises and provides guided fishing trips for individuals or groups.

Skill Level: 4

Specialisations:

Fly Fishing Guide

Ocean Fishing Guide

### **452213 HUNTING GUIDE**

Plans, organises and provides guided hunting trips for individuals or groups.

Skill Level: 4



#### **452214 MOUNTAIN OR GLACIER GUIDE**

Plans, organises and provides guided trips for individuals or groups on mountains or glaciers.

Skill Level: 4

Specialisations:

Climbing Guide

Ski Guide

#### **452215 OUTDOOR ADVENTURE INSTRUCTOR**

Alternative Title:

Outdoor Adventure Leader

Provides adventure-based experiential education in outdoor adventure and bushcraft.

Skill Level: 4

Specialisations:

Abseiling Instructor

Adventure Challenge Instructor

Hang-gliding Instructor

Outdoor Education Teacher

Outdoor Pursuits Instructor

Paragliding Instructor

Rock Climbing Instructor

#### **452216 TREKKING GUIDE**

Alternative Title:

Bushwalking Guide

Plans, organises and provides guided bushwalking and trekking trips for individuals or groups.

Skill Level: 4

#### **452217 WHITEWATER RAFTING GUIDE**

Plans, organises and provides guided rafting and kayaking trips for individuals or groups on whitewater rivers.  
Skill Level: 4

## **452299 OUTDOOR ADVENTURE GUIDES NEC**

This occupation group covers Outdoor Adventure Guides not elsewhere classified.  
Skill Level: 4

Occupations in this group include:

Caving Guide  
Cycle Touring Guide  
Horse Trekking Guide  
Sea Kayaking Guide  
Skydiving Instructor

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### UNIT GROUP 4523 SPORTS COACHES, INSTRUCTORS AND OFFICIALS

SPORTS COACHES, INSTRUCTORS AND OFFICIALS coach, train and instruct participants in sports, and officiate at sporting events.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

The occupation Sports Development Officer has a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing is required.

**Tasks Include:**

- coaching, training and instructing sportspersons by analysing performances and developing abilities
- planning and directing game strategies, developing play patterns and analysing game progress
- motivating sportspersons and supervising practice sessions
- recruiting players and other coaching staff
- arranging entries into sporting competitions
- promoting sports and skills development, and overseeing the participation of young people in sport
- officiating at sporting events to enforce rules
- coordinating and directing sporting activities, and liaising with other officials to interpret and enforce rules and regulations relating to sport

**Occupations:**

452311 Diving Instructor (Open Water)  
452312 Gymnastics Coach or Instructor  
452313 Horse Riding Coach or Instructor  
452314 Snowsport Instructor  
452315 Swimming Coach or Instructor  
452316 Tennis Coach  
452317 Other Sports Coach or Instructor  
452318 Dog and Horse Racing Official  
452321 Sports Development Officer  
452322 Sports Umpire  
452323 Other Sports Official

**452311 DIVING INSTRUCTOR (OPEN WATER)**

Trains and instructs recreational or commercial open water divers in diving techniques, safety and the correct

use of diving equipment. Registration or licensing is required.

Skill Level: 3

Specialisations:

Dive Master

Scuba Instructor

Snorkelling Instructor

Surface Supply Breathing Apparatus (SSBA) Instructor

#### **452312 GYMNASTICS COACH OR INSTRUCTOR**

Coaches, trains and instructs participants in gymnastics by analysing their performances and developing their abilities. Registration or licensing is required.

Skill Level: 3

Specialisations:

Callisthenics Instructor

Rhythmic Gymnastics Coach

#### **452313 HORSE RIDING COACH OR INSTRUCTOR**

Coaches, trains and instructs participants in horse riding by analysing their performances and developing their abilities. Registration or licensing is required.

Skill Level: 3

Specialisations:

Dressage Instructor

Polo Coach

Show Jumping Instructor

#### **452314 SNOWSPORT INSTRUCTOR**

Coaches, trains and instructs participants in snow skiing, snowboarding or other snowsports by analysing their performances and developing their abilities. Registration or licensing is required.

Skill Level: 3

Specialisations:  
Skiing Instructor  
Snowboarding Instructor

#### **452315 SWIMMING COACH OR INSTRUCTOR**

Coaches, trains and instructs participants in swimming by analysing their performances and developing their abilities. Registration or licensing is required.

Skill Level: 3

Specialisations:  
Diving Coach  
Learn to Swim Instructor

#### **452316 TENNIS COACH**

Coaches, trains and instructs participants in tennis by analysing their performances and developing their abilities. Registration or licensing is required.

Skill Level: 3

#### **452317 OTHER SPORTS COACH OR INSTRUCTOR**

Coaches, trains and instructs participants in other sports by analysing their performances and developing their abilities. Registration or licensing may be required.

Skill Level: 3

Specialisations:  
Basketball Coach  
Cricket Coach  
Football Coach  
Martial Arts Instructor  
Sports Trainer  
Windsurfing Instructor

#### **452318 DOG OR HORSE RACING OFFICIAL**

Alternative Title:

Race Steward

Coordinates and directs horse or dog racing activities, and liaises with other officials to interpret and enforce racing rules and regulations. Registration or licensing is required.

Skill Level: 3

Specialisation:

Handicapper (Racing)

#### **452321 SPORTS DEVELOPMENT OFFICER**

Promotes sports and skills development, and oversees the participation of young people and other special groups in sport. Registration or licensing is required.

Skill Level: 2

#### **452322 SPORTS UMPIRE**

Alternative Title:

Referee

Officiates at sporting events, such as netball, hockey, football, basketball, cricket, boxing and wrestling matches, by interpreting and enforcing match rules. Registration or licensing is required.

Skill Level: 3

Specialisation:

Linesperson (Sport)

#### **452323 OTHER SPORTS OFFICIAL**

Coordinates and directs sporting activities, and liaises with other officials to interpret and enforce sporting rules and regulations. Registration or licensing may be required.

Skill Level: 3

Specialisation:

Timekeeper (Sports)

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### UNIT GROUP 4524 SPORTSPERSONS

SPORTSPERSONS participate in sporting events for monetary gain either as individuals or as members of a team.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Some occupations may require high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.

Registration or licensing may be required.

**Tasks Include:**

- maintaining a high degree of expertise in a particular sport
- attending regular practice sessions and undertaking private training to maintain the required standard of fitness
- deciding on strategies in consultation with coaches
- assessing other competitors and conditions at venues
- competing in sporting events
- adhering to the rules and regulations associated with a specific sport
- promoting water safety awareness and undertaking rescue of persons in difficulty in the water
- undertaking sports promotional activities and television appearances

**Occupations:**

452411 Footballer

452412 Golfer

452413 Jockey

452414 Lifeguard

452499 Sportspersons nec

**452411 FOOTBALLER**

Plays football professionally in competitions. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience. Registration or licensing is required.

Skill Level: 3

**Specialisations:**

Australian Rules Footballer

Rugby League Footballer

Rugby Union Footballer

Soccer Player

**452412 GOLFER**

Plays golf professionally in tournaments or as a resident professional, and organises golf-related activities. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience. Registration or licensing is required.

Skill Level: 3

#### **452413 JOCKEY**

Rides horses in competitive races, race trials, and in exercise. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience. Registration or licensing is required.

Skill Level: 3

Specialisations:

Apprentice Jockey  
Steeplechase Jockey

#### **452414 LIFEGUARD**

Looks after the safety of people at beaches or swimming pools through accident prevention and rescue, and educating the public on water safety. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience. Registration or licensing is required.

Skill Level: 3

#### **452499 SPORTSPERSONS NEC**

This occupation groups covers Sportspersons not elsewhere classified. This occupation group requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience. Registration or licensing may be required.

Skill Level: 3

Occupations in this group include:

Athlete  
Cricketer  
Cyclist  
Racing Driver  
Surfer  
Tennis Player

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### MAJOR GROUP 5 CLERICAL AND ADMINISTRATIVE WORKERS

CLERICAL AND ADMINISTRATIVE WORKERS provide support to Managers, Professionals and organisations by organising, storing, manipulating and retrieving information.

#### **Indicative Skill Level:**

Most occupations in this major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

**Tasks Include:**

- administering contracts, programs and projects
- setting, reviewing and controlling office functions
- performing clerical, secretarial, organisational and other administrative functions
- entering, processing and editing text and data
- greeting clients and visitors, and responding to inquiries and requests for information
- producing, recording and evaluating financial, production, stock and statistical information
- receiving, processing and sending mail, documents and information

This section contains the following subsection :

[SUB-MAJOR GROUP 51 Office Managers and Program Administrators](#)

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### SUB-MAJOR GROUP 51 OFFICE MANAGERS AND PROGRAM ADMINISTRATORS

OFFICE MANAGERS AND PROGRAM ADMINISTRATORS plan and undertake administration of organisational programs and projects, and organise and manage the activities of offices and practices.

#### **Indicative Skill Level:**

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### **Tasks Include:**

- coordinating activities to ensure that objectives of the organisation and office are met
- liaising with professionals, owners, other departments and personnel to ensure that goals are met



- advising senior management on matters requiring attention and implementing their decisions
- managing paperwork, records and information associated with undertaking projects and running offices and practices
- responding to inquiries concerning programs and services
- setting, reviewing and controlling office functions

This section contains the following subsection :

[MINOR GROUP 511 Contract, Program and Project Administrators](#)

[MINOR GROUP 512 Office and Practice Managers](#)

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MINOR GROUP 511 Contract, Program and Project Administrators

### MINOR GROUP 511 CONTRACT, PROGRAM AND PROJECT ADMINISTRATORS

CONTRACT, PROGRAM AND PROJECT ADMINISTRATORS plan and undertake administration of contracts, organisational programs, special projects and support services.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- negotiating, developing and reviewing contracts, programs, projects and services

responding to inquiries and resolving problems concerning contracts, programs, projects, services provided, and persons affected

- managing paperwork associated with contracts, programs, projects and services provided
- working with Project Managers, Architects, Engineering Professionals, owners and others to ensure that goals are met
- advising senior management on matters requiring attention and implementing their decisions
- overseeing work by contractors and reporting on variations to work orders
- preparing and reviewing submissions and reports concerning the organisation's activities
- collecting and analysing data associated with projects undertaken, and reporting on project outcomes
- reviewing and arranging new office accommodation

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### UNIT GROUP 5111 CONTRACT, PROGRAM AND PROJECT ADMINISTRATORS

CONTRACT, PROGRAM AND PROJECT ADMINISTRATORS plan and undertake administration of contracts, organisational programs, special projects and support services.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- developing, reviewing and negotiating variations to contracts, programs, projects and services

responding to inquiries and resolving problems concerning contracts, programs, projects, services provided, and persons affected

- managing paperwork associated with contracts, programs, projects and services provided
- working with Project Managers, Architects, Engineering Professionals, owners and others to ensure that goals are met
- advising senior management on matters requiring attention and implementing their decisions
- overseeing work by contractors and reporting on variations to work orders
- preparing and reviewing submissions and reports concerning the organisation's activities
- collecting and analysing data associated with projects undertaken, and reporting on project outcomes
- reviewing and arranging new office accommodation

### **Occupations:**

511111 Contract Administrator

511112 Program or Project Administrator

### **511111 CONTRACT ADMINISTRATOR**

Alternative Title:

Contract Officer

Prepares, interprets, maintains, reviews and negotiates variations to contracts on behalf of an organisation.

Skill Level: 2

### **511112 PROGRAM OR PROJECT ADMINISTRATOR**

Alternative Title:

Project Coordinator

Plans and undertakes administration of organisational programs, special projects and support services.

Skill Level: 2

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MINOR GROUP 512 Office and Practice Managers

### MINOR GROUP 512 OFFICE AND PRACTICE MANAGERS

OFFICE AND PRACTICE MANAGERS organise and manage the functions and resources of offices and professional practices such as administrative systems and office personnel.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- contributing to the planning and review of office services, and setting priorities and office service

standards

- allocating human resources, space and equipment
- assigning work to and monitoring work performance of staff
- managing records and accounts of the office
- liaising with Professionals to coordinate office business and to facilitate resolution of problems
- ensuring office equipment and supplies are maintained
- ensuring compliance with occupational health and safety regulations
- ensuring work complies with relevant government legislation, policies and procedures
- coordinating personnel activities such as hiring, promotions, performance appraisals, payroll, training and supervision

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### UNIT GROUP 5121 OFFICE MANAGERS

OFFICE MANAGERS organise and control the functions and resources of offices such as administrative systems and office personnel.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- contributing to the planning and review of office services, and setting priorities and office service

standards

- allocating human resources, space and equipment
- assigning work to and monitoring work performance of staff
- managing records and accounts of the office
- liaising with Professionals to coordinate office business and to facilitate resolution of problems
- ensuring office equipment and supplies are maintained
- ensuring compliance with occupational health and safety regulations
- ensuring work complies with relevant government legislation, policies and procedures
- coordinating personnel activities such as hiring, promotions, performance management, payroll, training and supervision

**Occupation:**

512111 Office Manager

**512111 OFFICE MANAGER**

Organises and controls the functions and resources of an office such as administrative systems and office personnel.

Skill Level: 2

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### UNIT GROUP 5122 PRACTICE MANAGERS

PRACTICE MANAGERS organise and control the functions and resources of professional practices such as administrative systems and practice personnel.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advance Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- contributing to the planning and review of office services, and setting priorities and office service standards
- allocating human resources, space and equipment

- assigning work to and monitoring work performance of staff
- managing records and accounts of the practice
- liaising with Professionals to coordinate practice business and to facilitate resolution of problems
- ensuring office equipment and supplies are maintained
- ensuring compliance with occupational health and safety regulations
- ensuring work complies with relevant government legislation, policies and procedures
- coordinating personnel activities such as hiring, promotions, performance management, payroll, training and supervision

**Occupations:**

512211 Health Practice Manager

512299 Practice Managers nec

**512211 HEALTH PRACTICE MANAGER**

Organises and controls the functions and resources of a health practice such as administrative systems and practice personnel.

Skill Level: 2

Specialisations:

Chiropractic Practice Manager

Dental Practice Manager

Medical Practice Manager

Physiotherapy Practice Manager

**512299 PRACTICE MANAGERS NEC**

This occupation group covers Practice Managers not elsewhere classified.

Skill Level: 2

Occupations in this group include:

Accounting Practice Manager

Architectural Practice Manager

Legal Practice Manager

Veterinary Practice Manager

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### SUB-MAJOR GROUP 52 PERSONAL ASSISTANTS AND SECRETARIES

PERSONAL ASSISTANTS AND SECRETARIES perform organisational, clerical, secretarial and other administrative tasks in support of Managers and Professionals.

#### **Indicative Skill Level:**

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### **Tasks Include:**

- liaising with other staff about a range of matters relating to the organisation's operations

- drafting and preparing documents such as briefing notes, memoranda and correspondence
- maintaining appointment diaries and making travel arrangements
- processing mail, filing correspondence and maintaining records
- answering telephone calls and inquiries
- taking and transcribing dictation of letters and other documents

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GROUP 521 Personal Assistants and Secretaries

### MINOR GROUP 521 PERSONAL ASSISTANTS AND SECRETARIES

PERSONAL ASSISTANTS AND SECRETARIES perform organisational, clerical, secretarial and other administrative tasks in support of Managers and Professionals.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:



- liaising with other staff about a range of matters relating to the organisation's operations
- drafting and preparing documents such as briefing notes, memoranda and correspondence
- maintaining appointment diaries and making travel arrangements
- processing mail, filing correspondence and maintaining records
- answering telephone calls and inquiries
- taking and transcribing dictation of letters and other documents

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### UNIT GROUP 5211 PERSONAL ASSISTANTS

PERSONAL ASSISTANTS perform liaison, coordination and organisational tasks in support of Managers and Professionals.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- liaising with other staff on matters relating to the organisation's operations
- researching and preparing reports, briefing notes, memoranda, correspondence and other routine documents
- maintaining confidential files and documents

- attending meetings and acting as secretary as required
- maintaining appointment diaries and making travel arrangements
- processing incoming and outgoing mail, filing correspondence and maintaining records
- screening telephone calls and answering inquiries
- taking and transcribing dictation of letters and other documents
- may supervise other secretarial and clerical staff

**Occupation:**

521111 Personal Assistant

**521111 PERSONAL ASSISTANT**

Performs liaison, coordination and organisational tasks in support of Managers and Professionals.

Skill Level: 3

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### UNIT GROUP 5212 SECRETARIES

SECRETARIES perform secretarial, clerical and other administrative tasks in support of Managers, Legal Professionals and other professionals.

Medical Secretaries are excluded from this unit group. Medical Secretaries are included in Unit Group 5421 Receptionists, in Occupation 542114 Medical Receptionist.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some

instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- liaising with other staff to arrange meetings, and to gain and provide information
- preparing reports, briefing notes and correspondence, and proofreading work for typographical and grammatical errors
- maintaining appointment diaries and making travel arrangements
- processing incoming and outgoing mail, filing correspondence and maintaining records
- answering telephone calls, responding to inquiries and redirecting callers
- taking and transcribing dictation of letters and other documents
- greeting visitors, ascertaining nature of business and directing visitors to appropriate persons
- may implement management decisions and maintain records of meetings
- may handle bookkeeping and petty cash functions

**Occupation:**

521211 Secretary (General)

521212 Legal Secretary

**521211 SECRETARY (GENERAL)**

Performs secretarial, clerical and other administrative tasks in support of Managers and Professionals.

Skill Level: 3

**521212 LEGAL SECRETARY**

Performs secretarial, clerical and other administrative tasks in support of Legal Professionals applying knowledge of legal terminology, procedures and documents.

Skill Level: 3

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### SUB-MAJOR GROUP 53 GENERAL CLERICAL WORKERS

GENERAL CLERICAL WORKERS perform general administrative, data entry and word processing tasks.

#### **Indicative Skill Level:**

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### **Tasks Include:**

- receiving, sorting, opening, classifying, photocopying and filing information
- entering text and data via keyboards for further processing
- retrieving and updating data in storage and keeping records

- preparing reports, letters and similar matter
- transcribing information, and proofreading and correcting copy

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General Clerks

### MINOR GROUP 531 GENERAL CLERKS

GENERAL CLERKS perform a range of clerical and administrative tasks.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- recording, preparing, sorting, classifying and filing information
- sorting, opening and sending mail

- photocopying and faxing documents
- preparing reports of a routine nature
- recording issue of equipment to staff
- receiving letters and telephone messages
- transcribing information onto computers, and proofreading and correcting copy
- may provide customers with information about services
- may perform receptionist duties

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### UNIT GROUP 5311 GENERAL CLERKS

GENERAL CLERKS perform a range of clerical and administrative tasks.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### **Tasks Include:**

- recording, preparing, sorting, classifying and filing information
- sorting, opening and sending mail

- photocopying and faxing documents
- preparing reports of a routine nature
- recording issue of equipment to staff
- receiving letters and telephone messages
- transcribing information onto computers, and proofreading and correcting copy
- may provide customers with information about services
- may perform receptionist duties

**Occupation:**

531111 General Clerk

**531111 GENERAL CLERK**

Performs a range of clerical and administrative tasks.

Skill Level: 4

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Keyboard Operators

### MINOR GROUP 532 KEYBOARD OPERATORS

KEYBOARD OPERATORS input and process text and data, and prepare, edit and generate documents for storage, processing, publication and transmission.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- entering data and codes required to process information

- retrieving, confirming and updating data in storage and keeping records of data input
- taking verbatim records of proceedings in rapid shorthand using computerised equipment and shorthand-writing machines
- transcribing information recorded in shorthand and on sound recording equipment, and proofreading and correcting copy
- reading portions of transcripts during trials and other proceedings on request of Judges and other officials
- reproducing the spoken word, environmental sounds and song lyrics as captions for television programming, and the deaf and hearing impaired
- preparing reports, letters and similar material for publication and electronic transmission
- sorting outgoing material and preparing documents for transmission

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### UNIT GROUP 5321 KEYBOARD OPERATORS

KEYBOARD OPERATORS input and process text and data, and prepare, edit and generate documents for storage, processing, publication and transmission.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- entering data and codes required to process information

- retrieving, confirming and updating data in storage and keeping records of data input
- taking verbatim records of proceedings in rapid shorthand using computerised equipment and shorthand-writing machines
- transcribing information recorded in shorthand and on sound recording equipment, and proofreading and correcting copy
- reading portions of transcripts during trials and other proceedings on request of Judges and other officials
- reproducing the spoken word, environmental sounds and song lyrics as captions for television programming, and the deaf and hearing impaired
- preparing reports, letters and similar material for publication and electronic transmission
- sorting outgoing material and preparing documents for transmission

### **Occupations:**

532111 Data Entry Operator

532112 Machine Shorthand Reporter

532113 Word Processing Operator

### **532111 DATA ENTRY OPERATOR**

Alternative Title:

Data Processing Operator

Operates a keyboard to input and transfer data into a computer for storage, processing and transmission.

Skill Level: 4

### **532112 MACHINE SHORTHAND REPORTER**

Records and reproduces the spoken word in court and parliamentary proceedings, television programming and for the deaf and hearing impaired using handwritten shorthand, stenotype shorthand machines, computer-assisted transcription software and sound recording equipment.

Skill Level: 4

Specialisations:

Braille Transcriber

Court Reporter

Hansard Reporter

Realtime Reporter

Stenocaptioner

### **532113 WORD PROCESSING OPERATOR**



Alternative Title:

Typist

Operates a computer to type, edit and generate a variety of documents and reports.

Skill Level: 4

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### SUB-MAJOR GROUP 54 INQUIRY CLERKS AND RECEPTIONISTS

INQUIRY CLERKS AND RECEPTIONISTS respond to requests for information, and receive and greet people.

#### **Indicative Skill Level:**

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- answering customer inquiries for information about the organisation and the goods and services it offers
- resolving customer complaints and problems with goods and services provided
- recording information about inquiries and complaints
- greeting and welcoming visitors, and directing them to the appropriate person
- arranging and recording details of appointments
- answering, connecting and transferring telephone calls

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541 Call or Contact Centre Information Clerks

### MINOR GROUP 541 CALL OR CONTACT CENTRE INFORMATION CLERKS

CALL OR CONTACT CENTRE INFORMATION CLERKS provide information to customers about goods and services.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- answering customer inquiries for information about goods and services
- resolving customer complaints and problems with goods and services provided
- recording information about inquiries and complaints
- referring complex inquiries to supervisors
- arranging the despatch of information kits and brochures

This section contains the following subsection :

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### UNIT GROUP 5411 CALL OR CONTACT CENTRE WORKERS

CALL OR CONTACT CENTRE WORKERS respond to telephone, Internet and email inquiries and complaints about an organisation's goods and services, and promote the goods and services.

#### Indicative Skill Level:

The occupation Call or Contact Centre Team Leader has a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. The occupation Call or Contact Centre Operator has a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- answering incoming calls, emails and messages, and assisting customers with their specific inquiries
- identifying requirements and recording information into computer systems
- coaching staff and assisting call centre operators to resolve problems and customer inquiries
- developing rosters and managing staff numbers to meet work flows
- listening to calls conducted by call centre operators and providing performance feedback
- monitoring and timing calls
- creating further interest in goods and services by offering customers more information about goods and inviting customers to use services on offer
- updating databases to reflect changes to the status of customers and prospective customers
- arranging the despatch of goods, information kits and brochures to customers and interested parties
- undertaking clerical duties, such as faxing, and filling out paperwork, and liaising with other departments associated with completing the customer contact
- issuing invoices and receiving electronic payments for goods and services provided

**Occupations:**

541111 Call or Contact Centre Team Leader

541112 Call or Contact Centre Operator

**541111 CALL OR CONTACT CENTRE TEAM LEADER**

Alternative Titles:

Call Centre Supervisor

Contact Centre Supervisor

Oversees and determines work requirements, monitors telephone calls, coaches and allocates duties to Call or Contact Centre Operators.

Skill Level: 3

Specialisations:

Call or Contact Centre Coach  
Call or Contact Centre Workforce Planner

## 541112 CALL OR CONTACT CENTRE OPERATOR

Answers customer telephone, Internet and email inquiries about goods and services, and promotes the goods and services.

Skill Level: 4

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### UNIT GROUP 5412 INFORMATION OFFICERS

Information Officers respond to personal, written and telephone inquiries and complaints about the organisation's goods and services, provide information and refer people to other sources.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- answering inquiries about goods and services, and providing information about their availability, location,

price and related issues

- responding to inquiries about problems and providing advice, information and assistance
- recording information about inquiries and complaints
- referring complex inquiries to team leaders or expert advisers
- issuing relevant forms, information kits and brochures to interested parties
- accessing and operating computer network systems and communication systems such as public address and paging systems
- may refer inquiries to other sources

**Occupation:**

541211 Information Officer

**541211 INFORMATION OFFICER**

Responds to personal, written and telephone inquiries and complaints about the organisation's goods and services, provides information and refers people to other sources.

Skill Level: 4

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### MINOR GROUP 542 RECEPTIONISTS

RECEPTIONISTS receive and welcome visitors, patients, guests and clients, and respond to inquiries and requests.

Medical Secretaries are included in this minor group, in Unit Group 5421 Receptionists, in Occupation 542114 Medical Receptionist.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- greeting and welcoming visitors, and directing them to the appropriate person
- arranging and recording details of appointments
- answering inquiries and providing information on the goods, services and activities of the organisation
- answering, connecting and transferring telephone calls
- receiving and resolving complaints from clients and the public
- receiving and distributing correspondence, facsimile messages and deliveries
- maintaining the reception area
- advising on and arranging reservations and accommodation
- may perform other clerical tasks such as word processing, data entry, filing, mail despatch and photocopying

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### UNIT GROUP 5421 RECEPTIONISTS

RECEPTIONISTS receive and welcome visitors, patients, guests and clients, and respond to inquiries and requests.

Medical Secretaries are included in this unit group, in Occupation 542114 Medical Receptionist.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- greeting and welcoming visitors, and directing them to the appropriate person
- arranging and recording details of appointments
- answering inquiries and providing information on the goods, services and activities of the organisation
- answering, connecting and transferring telephone calls
- receiving and resolving complaints from clients and the public
- receiving and distributing correspondence, facsimile messages and deliveries
- maintaining the reception area
- advising on and arranging reservations and accommodation
- may perform other clerical tasks such as word processing, data entry, filing, mail despatch and photocopying

#### **Occupations:**

542111 Receptionist (General)

542112 Admissions Clerk

542113 Hotel or Motel Receptionist

542114 Medical Receptionist

#### **542111 RECEPTIONIST (GENERAL)**

Greets clients and visitors, and responds to personal, telephone, email and written inquiries and requests.

Skill Level: 4

#### **542112 ADMISSIONS CLERK**

Alternative Title:

Hospital Ward Clerk

Records and processes information required for the admission and discharge of hospital patients and responds to telephone inquiries.

Skill Level: 4

#### **542113 HOTEL OR MOTEL RECEPTIONIST**

Greets and checks in guests, and looks after their needs on arrival and during their stay in a hotel or motel.

Skill Level: 4

#### **542114 MEDICAL RECEPTIONIST**

Greets patients and other clients in a health facility, such as a clinic, practice, centre or surgery, and responds to personal, telephone and written inquiries and requests.

Skill Level: 4

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### SUB-MAJOR GROUP 55 NUMERICAL CLERKS

NUMERICAL CLERKS compile, record and process documents relating to creditors and debtors, operating costs, financial transactions and payrolls, provide financial services to bank customers, and undertake routine statistical and actuarial computations.

#### Indicative Skill Level:

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- processing accounts payable and receivable, and payment of wages and salaries



- keeping financial records, and maintaining, reconciling and balancing accounts
- processing and authorising credit and loan applications, and processing insurance applications and claims
- accepting money deposited by customers and crediting customers' accounts
- maintaining records of securities registrations and transactions
- compiling financial and statistical data, tables, graphs and charts

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Accounting Clerks and Bookkeepers

### MINOR GROUP 551 ACCOUNTING CLERKS AND BOOKKEEPERS

ACCOUNTING CLERKS AND BOOKKEEPERS compile, record and process documents relating to creditors and debtors, operating costs, financial transactions and payrolls.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- preparing and processing documentation related to accounts payable and receivable, and wages and

- salaries
- reconciling invoices and despatching payments
- investigating, compiling and preparing reports of operating cost data
- keeping financial records
- maintaining, reconciling and balancing accounts
- processing payments of accounts, and wages and salaries

This section contains the following subsection :

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### UNIT GROUP 5511 ACCOUNTING CLERKS

ACCOUNTING CLERKS monitor creditor and debtor accounts, undertake related routine documentation, and calculate and investigate the cost of wages, materials, overheads and other operating costs.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- preparing and processing documentation related to accounts payable and receivable

- reconciling invoices and despatching payments
- calculating, analysing and investigating the costs of proposed expenditure, wages and standard costs
- preparing bank reconciliations
- allocating expenditure to specified budget accounts
- summarising expenditure and receipts
- preparing records of standard costs and values for items such as raw materials and packaging supplies
- recording cost variations and contract price movements
- compiling cost data for preparation of operating budgets, and profit and loss calculations
- investigating the costs of proposed expenditures, quotations and estimates
- preparing reports of total costs, inventory adjustments, selling prices and profits
- may work in a call centre

**Occupations:**

551111 Accounts Clerk

551112 Cost Clerk

**551111 ACCOUNTS CLERK**

Alternative Title:

Accounts Payable or Receivable Clerk

Monitors creditor and debtor accounts, and undertakes related routine documentation. May work in a call centre.

Skill Level: 4

Specialisations:

Audit Clerk

Investment Accounting Clerk

**551112 COST CLERK**

Calculates and investigates the cost of wages, materials, overheads and other operating expenses.

Skill Level: 4

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### UNIT GROUP 5512 BOOKKEEPERS

BOOKKEEPERS maintain and evaluate records of financial transactions in account books and computerised accounting systems.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- keeping financial records, and maintaining and balancing accounts using manual and computerised

- systems
- monitoring cash flow and lines of credit
- preparing and producing financial statements, budget and expenditure reports and analyses using account books, ledgers and accounting software packages
- preparing invoices, purchase orders and bank deposits
- reconciling accounts against monthly bank statements
- verifying recorded transactions and reporting irregularities to management
- may be required to prepare forms reporting business tax entitlements and obligations such as the amount of goods and services tax paid and collected

**Occupation:**

551211 Bookkeeper

**551211 BOOKKEEPER**

Maintains and evaluates records of financial transactions in account books and computerised accounting systems.

Skill Level: 4

Specialisation:

Financial Administration Officer

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### UNIT GROUP 5513 PAYROLL CLERKS

PAYROLL CLERKS prepare payrolls and related records for employee salaries and statutory record-keeping purposes.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- creating files for new employees to record payroll data

maintaining and updating files for existing employees to record information such as employee contact details, leave taken, overtime, promotions, transfers, tax deductions, health insurance payments and superannuation

- preparing payroll data from time sheets and other payroll and personnel records
- processing payment of wages and salaries
- issuing and recording adjustments to employees' pay
- interpreting industrial awards
- providing information to employees and managers about payroll matters such as tax issues, benefits and deductions
- finalising files and arrangements when employees retire, resign or transfer
- may be involved in maintaining superannuation and other deduction and contribution records

**Occupation:**

551311 Payroll Clerk

**551311 PAYROLL CLERK**

Alternative Titles:

Pay Clerk  
Payroll Officer

Prepares payroll and related records for employee salaries and statutory record-keeping purposes.

Skill Level: 4

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### MINOR GROUP 552 FINANCIAL AND INSURANCE CLERKS

FINANCIAL AND INSURANCE CLERKS receive deposits and pay out money in financial institutions, process credit, loan and insurance applications, maintain records of securities transactions and registrations, offer odds and accept bets, and compile data and undertake statistical and actuarial computations.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- answering customer inquiries about bank accounts, credit standing and loans
- receiving deposits of money from and paying withdrawals of money to customers, and crediting and debiting their accounts
- processing and authorising the approval of credit and loan applications
- offering and varying odds on sporting events, and accepting and paying out bets
- processing insurance applications, adjustments to cover and claims against policies
- maintaining records of securities registrations and transactions
- compiling tables, graphs and charts

This section contains the following subsection :

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### UNIT GROUP 5521 BANK WORKERS

BANK WORKERS receive deposits and pay out money in financial and commercial institutions, keep records of transactions, issue receipts and cash cheques.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- greeting customers, identifying their needs and answering customer inquiries

- ensuring customers' forms are filled in correctly and checking customers' identification
- accepting cash and cheques deposited by customers, verifying records and receipts, and crediting customers' accounts
- paying money to customers according to advice slips, cheques and negotiable documents, and debiting customers' accounts
- providing change, cashing cheques and recording transactions
- opening and closing accounts for customers
- balancing cash and advising supervisors of cash position and discrepancies
- explaining and promoting bank services to customers and referring them to appropriate financial services

**Occupation:**

552111 Bank Worker

**552111 BANK WORKER**

Receives deposits and pays out money in a financial or commercial institution, keeps records of transactions, issues receipts and cashes cheques.

Skill Level: 4

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### UNIT GROUP 5522 CREDIT AND LOANS OFFICERS (AUS) / FINANCE CLERKS (NZ)

CREDIT AND LOANS OFFICERS (AUS) / FINANCE CLERKS (NZ) analyse, evaluate and process credit and loan applications.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- analysing information about customers and examining references, credit ratings, investment risks, pay

- slips and other information against predetermined policy standards
- contacting financial and credit institutions to obtain information about customers
- preparing papers setting out conditions of credit and loans, rates of repayment and loan periods, and providing information about customers' standing to financial and credit institutions
- authorising the approval of credit and loan applications and recommending credit and loan conditions and limits
- keeping records of payments, and preparing routine letters requesting payment for overdue accounts and forwarding these for legal action
- answering inquiries concerning credit standing of customers, loan balances and penalties
- may recommend, approve and arrange mortgages
- may work in a call centre

**Occupation:**

552211 Credit or Loans Officer (Aus) / Finance Clerk (NZ)

**552211 CREDIT OR LOANS OFFICER (AUS) / FINANCE CLERK (NZ)**

Alternative Titles:

Lending Consultant  
Loans Consultant  
Loans Officer

Analyses, evaluates and processes credit and loan applications. May work in a call centre.

Skill Level: 4

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### UNIT GROUP 5523 INSURANCE, MONEY MARKET AND STATISTICAL CLERKS

INSURANCE, MONEY MARKET AND STATISTICAL CLERKS prepare and check documentation associated with insurance, maintain records of securities transactions and registrations, offer odds and accept bets, and compile data and undertake statistical and actuarial computations.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Tasks Include:**

- obtaining information on the form of competitors by research, attending race trials and liaising with contacts
- offering and varying odds on competitors after considering the type of event, handicaps, weather conditions and odds offered by other Bookmakers
- processing insurance applications, adjustments to insurance cover, standard endorsements and insurance claims
- monitoring balances of accounts and summarising reinsurance to determine outstanding risk
- surveying potential risk exposure
- despatching notices of premiums due and forms concerning conservation and transfer of insurance
- reviewing, checking, verifying and issuing transaction documentation for securities
- claiming accruing dividends and processing dividend payments
- compiling statistics from financial records, survey returns and other data sources, and verifying the authenticity of the material
- operating computers to input, manipulate and output information
- compiling results of calculations into tables, graphs and charts to be used in analysis
- may work in a call centre

**Occupations:**

552311 Bookmaker

552312 Insurance Consultant

552313 Money Market Clerk

552314 Statistical Clerk

**552311 BOOKMAKER**

Determines risk, offers odds and accepts bets on the outcome of racing and other events. Registration or licensing is required.

This occupation is illegal in New Zealand.

Skill Level: 4

**552312 INSURANCE CONSULTANT**

Alternative Title:

Insurance Clerk

Prepares and checks documentation associated with insurance. May work in a call centre.

Skill Level: 4

Specialisations:

Health Insurance Assessor  
Superannuation Clerk

### **552313 MONEY MARKET CLERK**

Alternative Titles:

Scrip Clerk (Stockbroking)  
Securities Clerk

Processes documentation and maintains records of securities transactions and registrations.  
Skill Level: 4

### **552314 STATISTICAL CLERK**

Compiles data and undertakes statistical and actuarial computations.  
Skill Level: 4

Specialisation:

Actuarial Clerk

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### SUB-MAJOR GROUP 56 CLERICAL AND OFFICE SUPPORT WORKERS

CLERICAL AND OFFICE SUPPORT WORKERS perform a range of routine clerical and administrative tasks necessary to support the operation of organisations.

#### **Indicative Skill Level:**

Most occupations in this sub-major group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### **Tasks Include:**

- recording and entering bets, debiting credit and bank accounts electronically, and receiving cash
- sorting documents, mail and parcels, and delivering items to customers

- recording and updating information in record management systems
- interviewing people in surveys and market research to obtain information and their attitudes
- connecting, holding and transferring telephone calls, and providing telephone service information
- receiving advertising copy and entering text and other details
- reading meters

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GROUP 561 Clerical and Office Support Workers

### MINOR GROUP 561 CLERICAL AND OFFICE SUPPORT WORKERS

CLERICAL AND OFFICE SUPPORT WORKERS perform a range of routine clerical and administrative tasks necessary to support the operation of organisations.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- recording and entering bets, debiting credit and bank accounts electronically, and receiving cash
- sorting documents, mail and parcels, and delivering items to customers

- recording and updating information in record management systems
- interviewing people in surveys and market research to obtain information and their attitudes
- connecting, holding and transferring telephone calls, and providing telephone service information
- receiving advertising copy and entering text and other details
- reading meters

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### UNIT GROUP 5611 BETTING CLERKS

BETTING CLERKS take bets from customers at betting agencies, over the telephone and on course.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

Registration or licensing may be required.

#### Tasks Include:

- taking bets and debiting credit accounts and bank accounts electronically, and receiving cash



- recording and entering bets electronically and in transaction ledgers
- issuing tickets and preparing summaries of transactions
- monitoring amounts of money placed on race entrants
- checking details and numbers on winning betting tickets against those in betting ledgers and electronic records, and paying out money on winning tickets
- verifying the identity and account balances of betting agency customers
- answering betting inquiries over the telephone, via email and in person
- may work in a call centre

**Occupations:**

561111 Betting Agency Counter Clerk

561112 Bookmaker's Clerk

561113 Telephone Betting Clerk

561199 Betting Clerks nec

**561111 BETTING AGENCY COUNTER CLERK**

Records and processes customer bets, payments and payouts over the counter at a betting agency for horse and dog racing, and other sports and events.

Skill Level: 5

**561112 BOOKMAKER'S CLERK**

Alternative Title:

Penciller

Assists Bookmakers to provide oncourse betting services at race meetings. Registration or licensing is required.

This occupation is illegal in New Zealand.

Skill Level: 5

Specialisation:

Bagman/woman (Aus)

**561113 TELEPHONE BETTING CLERK**

Records and processes customer bets and account details over the telephone for horse and dog racing, and other sports events. May work in a call centre.

Skill Level: 5

### **561199 BETTING CLERKS NEC**

This occupation group covers Betting Clerks not elsewhere classified.

Skill Level: 5

Occupations in this group include:

Bingo Caller

Keno Terminal Operator

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### UNIT GROUP 5612 COURIERS AND POSTAL DELIVERERS

COURIERS AND POSTAL DELIVERERS deliver small items such as documents, messages, mail and parcels.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- sorting and sequencing items for delivery
- delivering mail, parcels, documents and other items to customers' premises and mailboxes

- receiving orders for deliveries from customers
- collecting signatures and charges for cash-on-delivery orders
- issuing and collecting receipts for pick-up and delivery items
- keeping records of items received and delivered
- maintaining walk books, directories, mail counts, equipment maintenance logs and other delivery records
- loading and unloading mail conveyances and internal mail handling equipment
- assisting with receipting inward mail, checking wrongly addressed, missorted, undelivered and redirected mail, and processing freepost and underpaid mail

**Occupations:**

561211 Courier

561212 Postal Delivery Officer

**561211 COURIER**

Delivers goods, documents, messages, samples, x-rays and test results.

Skill Level: 5

Specialisations:

Bicycle Courier

Motorbike Courier

Parcel Contractor

Rural Mail Contractor

**561212 POSTAL DELIVERY OFFICER**

Alternative Title:

Postie

Delivers mail on foot, by bicycle or by motorised transport over allocated delivery rounds.

Skill Level: 5

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### UNIT GROUP 5613 FILING AND REGISTRY CLERKS

FILING AND REGISTRY CLERKS process and handle information and documents to maintain access to and security of database and record management systems.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- sorting information and documents for filing according to database and record management system protocols

- classifying and coding documents for inclusion in database and record management systems
- updating and modifying records
- filing information and documents in database and record management systems
- identifying and retrieving information and documents for users
- recording file and document movements
- labelling storage locations, and assembling and labelling new files
- removing inactive and dead files

**Occupation:**

561311 Filing or Registry Clerk

**561311 FILING OR REGISTRY CLERK**

Alternative Title:

Records Clerk

Processes and handles information and documents to maintain access to and security of database and record management systems.

Skill Level: 5

Specialisation:

Medical Record Clerk

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### UNIT GROUP 5614 MAIL SORTERS

MAIL SORTERS receive, sort and despatch mail in organisations and postal sorting centres.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### **Tasks Include:**

- receiving and checking incoming mail and mail bags
- assisting with the verification of registered and special articles
- operating mail processing equipment such as letter preparation lines, letter indexing and sorting



- equipment
- performing manual sorting duties and preparing documentation for despatching mail
- processing underpaid mail, bulk mail lodgements, express mail and other mail services
- operating letter indexing and sorting machines, multi-line optical character machines and bar-coding equipment
- investigating complaints regarding lost items

### **Occupations:**

561411 Mail Clerk

561412 Postal Sorting Officer

### **561411 MAIL CLERK**

Alternative Title:

Mail Officer

Collects, sorts and despatches mail within an organisation.

Skill Level: 5

### **561412 POSTAL SORTING OFFICER**

Receives, sorts and despatches mail in a post office or postal sorting centre.

Skill Level: 5

Specialisation:

Parcel Post Officer

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### UNIT GROUP 5615 SURVEY INTERVIEWERS

SURVEY INTERVIEWERS interview people and record their responses to survey and market research questions on a range of topics.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### **Tasks Include:**

- contacting people face-to-face and via the telephone to conduct surveys
- recording answers to survey questions manually and electronically

- recording the distribution of questionnaires
- collecting questionnaires and returning them to supervisors
- scanning questionnaires to ensure that important questions have been answered
- may interview people at random in crowds and on the street
- may provide self-completion questionnaires
- may encode responses and check their consistency
- may work in a call centre

**Occupation:**

561511 Survey Interviewer

**561511 SURVEY INTERVIEWER**

Alternative Title:

Interviewer

Interviews people and records their responses to survey and market research questions on a range of topics.  
May work in a call centre.

Skill Level: 5

Specialisation:

Market Research Interviewer

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### UNIT GROUP 5616 SWITCHBOARD OPERATORS

SWITCHBOARD OPERATORS operate telecommunication switchboards and consoles to assist callers establish telephone connections, and receive caller inquiries and fault reports.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- operating switchboards and consoles to connect, hold, transfer and disconnect telephone calls
- responding to callers' inquiries by providing information such as telephone numbers, dialling codes, call

- costs, time delays and service difficulties
- investigating operating system problems and informing maintenance services
- alerting emergency services when required
- recording details and determining charges for designated types of calls
- may monitor the efficiency of systems and maintain service sampling records

**Occupation:**

561611 Switchboard Operator

**561611 SWITCHBOARD OPERATOR**

Alternative Title:

Telephone Operator

Operates telecommunication switchboards and consoles to assist callers establish telephone connections, and receive caller inquiries and fault reports.

Skill Level: 5

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### UNIT GROUP 5619 OTHER CLERICAL AND OFFICE SUPPORT WORKERS

This unit group covers Clerical and Office Support Workers not elsewhere classified. It includes Classified Advertising Clerks, Meter Readers and Parking Inspectors.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Occupations:

561911 Classified Advertising Clerk

561912 Meter Reader  
561913 Parking Inspector  
561999 Clerical and Office Support Workers nec

### **561911 CLASSIFIED ADVERTISING CLERK**

Receives and records advertising copy for publication and broadcasting.  
Skill Level: 5

### **561912 METER READER**

Reads electric, gas or water meters, records usage, inspects meters and connections for defects and damage, and reports irregularities.  
Skill Level: 5

### **561913 PARKING INSPECTOR**

Patrols assigned areas and issues parking infringement notices to owners of vehicles that are illegally parked.  
Skill Level: 5

### **561999 CLERICAL AND OFFICE SUPPORT WORKERS NEC**

This occupation group covers Clerical and Office Support Workers not elsewhere classified.  
Skill Level: 5

Occupations in this group include:

Cash Processor (Aus)  
Media Monitor (Aus)

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### SUB-MAJOR GROUP 59 OTHER CLERICAL AND ADMINISTRATIVE WORKERS

This sub-major group covers Clerical and Administrative Workers not elsewhere classified. It includes Logistics Clerks.

#### Indicative Skill Level:

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualifications.

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MINOR GROUP 591 Logistics Clerks

### MINOR GROUP 591 LOGISTICS CLERKS

LOGISTICS CLERKS coordinate the purchasing, receipt, recording, monitoring, and distribution of goods and services, and the clearance and collection of imported cargo and shipment of cargo for export.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- receiving, checking and processing purchase requests

- verifying incoming and outgoing goods against records
- providing information about price, and calculating storage and clearance charges
- maintaining records of goods received and despatched
- recording customs clearance requirements and authorising collection of cargo
- organising despatch and collection of goods

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GROUP 5911 Purchasing and Supply Logistics Clerks

### UNIT GROUP 5911 PURCHASING AND SUPPLY LOGISTICS CLERKS

PURCHASING AND SUPPLY LOGISTICS CLERKS prepare and process orders for goods and services, monitor stock levels and supply sources and maintain stock and inventory levels, record and coordinate the flow of materials between departments, prepare production schedules, and administer and coordinate storage and distribution operations within organisations.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- requisitioning supplies from stock and sending orders to production departments and other firms
- confirming completion of orders and compliance with details specified, signing tally sheets and attaching to checked items
- receiving and checking purchase requests against inventory records and stock on hand
- examining orders and compiling data for production schedules
- checking inventories and preparing delivery schedules
- examining containers to ensure that they are filled, and recording quantities
- investigating and identifying supply sources and preparing and processing purchase orders
- providing price and other information about goods to prospective customers
- counting incoming stock and reconciling it with requisitions, and updating inventory and stock location records
- establishing and coordinating the operating procedures for receiving, handling, storing and shipping goods

#### **Occupations:**

591112 Production Clerk  
 591113 Purchasing Officer  
 591115 Stock Clerk  
 591116 Warehouse Administrator  
 591117 Order Clerk

#### **591112 PRODUCTION CLERK**

Alternative Titles:

Production Recorder  
 Schedule Clerk

Records and coordinates the flow of work and materials between departments, examines orders for goods, and prepares production schedules.

Skill Level: 4

Specialisations:

Delivery Clerk  
 Logistics Clerk

#### **591113 PURCHASING OFFICER**

Alternative Title:

Procurement Officer

Prepares purchase orders, monitors supply sources and negotiates contracts with suppliers.

Skill Level: 4

### **591115 STOCK CLERK**

Alternative Titles:

Stock Control Clerk

Stores Clerk

Monitors stock levels and maintains stock, order and inventory records.

Skill Level: 4

Specialisations:

Inventory Clerk

Supply Clerk

### **591116 WAREHOUSE ADMINISTRATOR**

Administers and coordinates storage and distribution operations within an organisation.

Skill Level: 4

### **591117 ORDER CLERK**

Alternative Title:

Customer Orders Clerk

Sales Order Clerk

Receives and processes incoming orders for goods and services from inside or outside an organisation.

Skill Level: 4

Specialisations:

Internal Salesperson (Aus)

Mail Order Clerk



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### UNIT GROUP 5912 TRANSPORT AND DESPATCH CLERKS

TRANSPORT AND DESPATCH CLERKS verify and maintain records of incoming and outgoing goods, prepare goods for despatch, arrange clearance and collection of imported cargo from customs and bond stores, and arrange shipment of cargo for export.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

identifying items and containers of incoming and outgoing shipments and verifying them against consignment records

- ensuring outgoing shipments are in good condition and meet specifications
- arranging internal distribution of goods received
- organising the despatch of goods with completed documentation
- maintaining prescribed records of goods received and despatched
- examining shipping documents and verifying cargo to be released
- recording customs clearance requirements and authorising collection of cargo
- calculating storage and clearance charges and billing customers
- receiving details of outgoing cargo, and arranging bookings of freight space and collection of goods from customers
- providing information to customers on custom tariffs, tariff classifications and concessions, and methods of clearing goods

### **Occupations:**

591211 Despatching and Receiving Clerk

591212 Import-Export Clerk

### **591211 DESPATCHING AND RECEIVING CLERK**

Alternative Titles:

Despatch Clerk

Freight Clerk

Verifies and maintains records of incoming and outgoing goods in a warehouse or distribution centre and prepares goods for despatch.

Skill Level: 4

Specialisations:

Aircraft Load Controller

Shipping and Receiving Clerk

Truck Despatcher

### **591212 IMPORT-EXPORT CLERK**

Alternative Title:

Customs Broker

Arranges the clearance and collection of imported cargo from customs and bond stores, and the shipment of

cargo for export.

Skill Level: 4

Specialisations:

Bond Clerk

Customs Agent

Wharf Tally Clerk

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### MINOR GROUP 599 MISCELLANEOUS CLERICAL AND ADMINISTRATIVE WORKERS

This minor group covers Clerical and Administrative Workers not elsewhere classified. It includes Conveyancers and Legal Executives, Court and Legal Clerks, Debt Collectors, Human Resource Clerks, Inspectors and Regulatory Officers, Insurance Investigators, Loss Adjusters and Risk Surveyors, and Library Assistants.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualifications.

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### UNIT GROUP 5991 CONVEYANCERS AND LEGAL EXECUTIVES

CONVEYANCERS AND LEGAL EXECUTIVES act for and on behalf of clients in the areas of property transfer, company and business law, trusts, wills, probate and litigation.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Tasks Include:**

- preparing, examining and advising on contracts of sale for properties and businesses
- carrying out title searches and contacting government authorities to find out if any planned development, illegal building work and disputes could affect properties and businesses
- preparing, examining and advising on mortgage documentation
- negotiating the terms and conditions of, and exchanging, contracts of sale, paying deposits, arranging payment of stamp duty, checking for outstanding arrears and land tax obligations, and calculating adjustments for council and water rates
- interviewing clients to determine the nature of issues, and receiving written information concerning cases from Legal Professionals and clients
- conferring with clients and potential witnesses and drawing up statements and proposed affidavits in preparation for court proceedings
- maintaining legal files
- preparing, analysing and interpreting a variety of legal documents
- assisting Legal Professionals to prepare cases for court by conducting investigations, undertaking research, arranging witness preparation and attendance, and preparing and filing court documents
- may supervise Law Clerks and Legal Secretaries and take responsibility for their work

**Occupations:**

599111 Conveyancer

599112 Legal Executive

**599111 CONVEYANCER**

Alternative Title:

Settlement Agent

Acts for and on behalf of clients in the area of property and business transfers. Registration or licensing may be required.

Skill Level: 2

**599112 LEGAL EXECUTIVE**

Acts for and on behalf of clients in the areas of property transfer, company and business law, trusts, wills, probate and litigation under the general supervision of a Barrister or Solicitor. Registration or licensing may be required.

Skill Level: 2



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### UNIT GROUP 5992 COURT AND LEGAL CLERKS

COURT AND LEGAL CLERKS provide administrative and operational support to Legal Professionals by performing clerical work associated with the functions of courts, legal practices and the administration of trusts and estates.

Legal Secretaries, Court Reporters and Legal Executives are excluded from this unit group. Legal Secretaries are included in Unit Group 5212 Secretaries. Court Reporters are included in Unit Group 5321 Keyboard Operators, in Occupation 532112 Machine Shorthand Reporter. Legal Executives are included in Unit Group 5991 Conveyancers and Legal Executives.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

## NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

### **Tasks Include:**

- listing actions for hearing and processing documentation for court actions
- documenting details of court proceedings, actions and decisions
- enforcing the law as an officer of the court by executing court orders such as eviction notices
- serving legal orders and documents such as summonses and subpoenas
- organising jury and witness lists, and summoning and swearing in juries and witnesses
- maintaining order in court and hearing rooms and adjacent areas
- assisting Solicitors in areas of conveyancing, contracts, common law, probate and other legal practice matters
- satisfying statutory requirements, establishing beneficial entitlements and distributing assets
- maintaining probate and trust files, investing trust funds and administering accounts

### **Occupations:**

599211 Clerk of Court

599212 Court Bailiff or Sheriff (Aus) / Court Collections Officer (NZ)

599213 Court Orderly (Aus) / Court Registry Officer (NZ)

599214 Law Clerk

599215 Trust Officer

### **599211 CLERK OF COURT**

Administers court registry services and performs administrative functions in support of Judges and Magistrates.

Skill Level: 3

### **599212 COURT BAILIFF OR SHERIFF (AUS) / COURT COLLECTIONS OFFICER (NZ)**

Implements court orders and serves legal orders and summonses as an officer of the court.

Skill Level: 3

Specialisation:

Sheriff's Officer (Aus)

### **599213 COURT ORDERLY (AUS) / COURT REGISTRY OFFICER (NZ)**

Alternative Titles:

Court Attendant  
Court Officer

Provides operational support to a court or registry.

Skill Level: 3

Specialisation:

Court Usher

### **599214 LAW CLERK**

Alternative Title:

Legal Clerk

Performs specialised clerical work associated with legal practice and law courts.

Skill Level: 3

### **599215 TRUST OFFICER**

Alternative Title:

Trust Clerk

Administers trusts, estates and settlements on behalf of beneficiaries.

Skill Level: 3

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### UNIT GROUP 5993 DEBT COLLECTORS

DEBT COLLECTORS collect consumer, commercial, insurance and other forms of debt for clients, make arrangements to settle overdue accounts, formalise payment arrangements and follow up until accounts are fully paid.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Tasks Include:**

- liaising with clients, credit staff, accounts receivable departments, process servers, Private Investigators, Barristers and Solicitors to find solutions to payment problems
- identifying, locating and notifying debtors of overdue accounts in writing, by telephoning and in person, and arranging for payments to be made
- tracing addresses of debtors who have moved
- arranging new repayment plans for debtors having difficulties making existing repayments
- referring debtors' disputes to creditors
- issuing instructions for the commencement of legal action and enforcement to recover money
- arranging for money and goods collected to be transferred to creditors' possession, and preparing statements of account for creditors
- recording amounts collected and noting any further action required
- complying with debt collection guidelines and relevant legislation

**Occupation:**

599311 Debt Collector

**599311 DEBT COLLECTOR**

## Alternative Titles:

Debt Recovery Officer  
Mercantile Agent (Aus)

Collects consumer, commercial, insurance and other forms of debt for clients, makes arrangements to settle overdue accounts, formalises payment arrangements and follows up until accounts are fully paid. Registration or licensing may be required.

Skill Level: 4

## Specialisations:

Collection Agent  
Collection Officer  
Repossession Agent

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### UNIT GROUP 5994 HUMAN RESOURCES CLERKS

HUMAN RESOURCES CLERKS maintain and update personnel records such as information on transfers and promotions, employee leave taken and accumulated, salaries, superannuation and taxation, qualifications and training.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- updating information on leave taken and accumulated, employment history, salaries, superannuation and taxation, qualifications and training
- raising records for newly appointed workers and checking records for completeness
- processing applications for employment and promotions and advising applicants of results
- receiving and answering inquiries about employment entitlements and conditions
- sending out announcements of job openings and job examinations
- issuing job application forms
- compiling data from personnel records and preparing reports
- storing and retrieving personnel records and files on request

**Occupation:**

599411 Human Resources Clerk

**599411 HUMAN RESOURCES CLERK**

Alternative Titles:

Employment Office Clerk  
Human Resources Records Clerk  
Personnel Records Clerk

Maintains and updates personnel records such as information on transfers and promotions, employee leave taken and accumulated, salaries, superannuation and taxation, qualifications and training.

Skill Level: 4

Specialisations:

Psychological Examiner (Army)  
Roster Clerk

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### UNIT GROUP 5995 INSPECTORS AND REGULATORY OFFICERS

INSPECTORS AND REGULATORY OFFICERS administer and enforce government and corporate regulations and standards.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Tasks Include:**

- searching aircraft, vehicles, premises and people, and checking documents and goods to detect illegal activities such as undocumented cargo, prohibited goods and illegal aliens
- examining and assessing visas and residency applications
- testing applicants' ability to operate a motor vehicle, assessing applicants' suitability to hold learner's permits and probationary licences, and issuing learner's permits and probationary licences
- identifying pest and weed problems and determining treatments and management
- assessing claims for government benefits
- carrying out random checks of taxation documents to detect non-compliance with taxation legislation
- conducting visual checks of the mechanical, structural, electrical, pneumatic and hydraulic systems of railway wagons, carriages and locomotives for condition and correct classification
- ensuring that train, tram and bus services are provided according to schedule, monitoring the cleanliness, presentation and condition of vehicles, and recommending improvements and changes to services
- receiving and assessing applications for licences to use water, investigating the ability of water resources to meet new requirements, and conducting site inspections

**Occupations:**

599511 Customs Officer  
599512 Immigration Officer  
599513 Motor Vehicle Licence Examiner  
599514 Noxious Weeds and Pest Inspector  
599515 Social Security Assessor  
599516 Taxation Inspector  
599517 Train Examiner  
599518 Transport Operations Inspector  
599521 Water Inspector  
599599 Inspectors and Regulatory Officers nec

**599511 CUSTOMS OFFICER**

Alternative Title:

Customs Inspector

Administers and enforces customs and related legislation, and assists with customs control of overseas passengers, crew, aircraft, ships, cargo, mail and bond stores.

Skill Level: 4

Specialisation:

Customs Investigator

#### **599512 IMMIGRATION OFFICER**

Examines and assesses the entry of people from other countries, administers visas and residency applications according to immigration legislation, rules and policies, and, where necessary, uses legal powers to detain and remove illegal entrants.

Skill Level: 4

#### **599513 MOTOR VEHICLE LICENCE EXAMINER**

Tests motor vehicle driving licence applicants and issues learner's permits and probationary licences. Registration or licensing is required.

Skill Level: 4

#### **599514 NOXIOUS WEEDS AND PEST INSPECTOR**

Alternative Title:

Biosecurity Officer (Weeds and Pests)

Inspects and monitors plants, land and water for noxious plants and animal species, and organises for their control or eradication.

Skill Level: 4

#### **599515 SOCIAL SECURITY ASSESSOR**

Assesses social welfare claims and entitlements under government legislation and investigates fraud and suspected breaches of legislation.

Skill Level: 4

#### **599516 TAXATION INSPECTOR**

Inspects and assesses taxation returns to ensure compliance with government legislation, and investigates suspected breaches of taxation legislation.

Skill Level: 4

#### **599517 TRAIN EXAMINER**

Inspects rolling stock in railway yards, terminals and stations to ensure adherence to safety standards and operational rules and regulations.

Skill Level: 4

Specialisation:

Locomotive Inspector

### **599518 TRANSPORT OPERATIONS INSPECTOR**

Monitors scheduled train, tram and bus services and investigates accidents, complaints and service disruptions.

Skill Level: 4

Specialisations:

Bus Inspector

Tram Inspector

### **599521 WATER INSPECTOR**

Monitors the allocation and use of water from water resources such as streams, rivers and underground sources.

Skill Level: 4

Specialisations:

Boring Inspector

Stream Control Officer

### **599599 INSPECTORS AND REGULATORY OFFICERS NEC**

This occupation group covers Inspectors and Regulatory Officers not elsewhere classified.

Skill Level: 4

Occupations in this group include:

Dog Catcher

Technician Preventative Medicine (Army)

Trade Mark Examiner (Aus)

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### UNIT GROUP 5996 INSURANCE INVESTIGATORS, LOSS ADJUSTERS AND RISK SURVEYORS

INSURANCE INVESTIGATORS, LOSS ADJUSTERS AND RISK SURVEYORS conduct investigations into insurance claims to ensure their validity, inspect and assess the damage and loss to insured properties and businesses, estimate insurance costs, and inspect insured properties to evaluate conditions affecting underwriting standards.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Tasks Include:**

- examining scenes of incidents resulting in insurance claims to determine causes and effects
- interviewing witnesses and claimants to obtain details required to assess the validity of claims and identify the parties responsible for accidents, damage and loss, and preparing statements and reports
- inspecting damaged buildings, equipment and motor vehicles and estimating the cost of repairs
- estimating business losses resulting from fire, theft and other business disruptions
- reporting the extent of damage and estimated costs to the insurer
- inspecting property, buildings and operations of commercial and industrial establishments to assess physical conditions and work practices
- evaluating the adequacy of security, fire and related systems
- preparing reports and recommending action to reduce risks
- compiling data which influence the determination of premium rates

**Occupations:**

599611 Insurance Investigator  
599612 Insurance Loss Adjuster  
599613 Insurance Risk Surveyor

**599611 INSURANCE INVESTIGATOR**

Conducts investigations into insurance claims to ensure their validity. Registration or licensing is required.  
Skill Level: 3

**599612 INSURANCE LOSS ADJUSTER**

Alternative Title:

Insurance Loss Assessor

Inspects and assesses the damage and loss to insured property and business, estimates insurance costs, and acts to minimise the cost of claims to an insurance company.  
Skill Level: 3

**599613 INSURANCE RISK SURVEYOR**

Inspects items and properties to evaluate conditions affecting underwriting standards, and develops and promotes safety programs.

Skill Level: 3

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### UNIT GROUP 5997 LIBRARY ASSISTANTS

LIBRARY ASSISTANTS issue, receive and shelve library items and maintain associated records.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- issuing library items to borrowers and recording identification data and due dates

- sorting and shelving returned items
- locating and retrieving items on request
- maintaining records and index systems
- receiving overdue items, issuing overdue notices, and receiving fines
- inspecting returned items for damage and making minor repairs
- assisting with the preparation of displays and promotional activities
- may prepare catalogued items for shelving

**Occupation:**

599711 Library Assistant

**599711 LIBRARY ASSISTANT**

Alternative Titles:

Library Attendant

Library Clerk

Issues, receives and shelves library items and maintains associated records.

Skill Level: 4

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### UNIT GROUP 5999 OTHER MISCELLANEOUS CLERICAL AND ADMINISTRATIVE WORKERS

This unit group covers Clerical and Administrative Workers not elsewhere classified. It includes Production Assistants (Film, Television, Radio or Stage), Proof Readers, Radio Despatchers, Clinical Coders and Facilities Administrators.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

The occupation Clinical Coder has a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Occupations:**

599912 Production Assistant (Film, Television, Radio or Stage)

599913 Proof Reader

599914 Radio Despatcher

599915 Clinical Coder

599916 Facilities Administrator

599999 Clerical and Administrative Workers nec

**599912 PRODUCTION ASSISTANT (FILM, TELEVISION, RADIO OR STAGE)**

Provides technical, administrative and organisational support to producers or directors for film, television, radio or stage productions.

Skill Level: 4

**599913 PROOF READER**

Reads draft copies and proofs, detects errors and marks corrections to grammar, typing and composition.

Skill Level: 4

**599914 RADIO DESPATCHER**

Alternative Titles:

Communications Controller  
Control Room Operator

Provides radio and communications services for the coordination of operational units in transport, courier, military, emergency, security, rescue and road service organisations. Registration or licensing may be required.

Skill Level: 4

### **599915 CLINICAL CODER**

Assigns codes to narrative descriptions of patients' diseases, operations and procedures in accordance with recognised classification systems to allow for easy storage, retrieval and analysis of health data.

Skill Level: 3

### **599916 FACILITIES ADMINISTRATOR**

Alternative Titles:

Facilities Assistant  
Facilities Coordinator  
Facilities Officer

Provides assistance to ensure the day-to-day smooth operation of a building's infrastructure, through administrative support, including budgeting, procurement negotiation, contractor liaison and documentation, as well as coordination of staff and office equipment during relocation, and at times supervision and physical assistance with maintenance tasks.

Skill Level: 4

### **599999 CLERICAL AND ADMINISTRATIVE WORKERS NEC**

This occupation group covers Clerical and Administrative Workers not elsewhere classified.

Skill Level: 4

Occupations in this group include:

Coding Clerk  
Examination Supervisor  
Train Planner  
Travel Clerk



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### MAJOR GROUP 6 SALES WORKERS

SALES WORKERS sell goods, services and property, and provide sales support in areas such as operating cash registers and displaying and demonstrating goods.

ICT and Technical Sales Representatives are excluded from this major group. ICT Sales Representatives are included in Unit Group 2252 ICT Sales Professionals. Technical Sales Representatives are included in Unit Group 2254 Technical Sales Representatives.

#### Indicative Skill Level:

Most occupations in this major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

**Tasks Include:**

- promoting goods and services, properties and businesses to potential buyers
- selling goods and services, properties and businesses to buyers
- engaging prospective buyers
- determining buyers' requirements
- receiving and processing payments for goods and services, properties and businesses purchased by a variety of payment methods

This section contains the following subsection :

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### SUB-MAJOR GROUP 61 SALES REPRESENTATIVES AND AGENTS

SALES REPRESENTATIVES AND AGENTS represent companies in selling their goods and services, and sell real estate and other property on behalf of clients.

ICT and Technical Sales Representatives are excluded from this sub-major group. ICT Sales Representatives are included in Unit Group 2252 ICT Sales Professionals. Technical Sales Representatives are included in Unit Group 2254 Technical Sales Representatives.

#### Indicative Skill Level:

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- promoting and selling goods and services, properties and businesses
- engaging prospective clients
- determining the needs of prospective clients and explaining which goods, services and properties meet their needs
- visiting clients to establish selling opportunities
- following up clients and gauging satisfaction with goods and services purchased
- monitoring clients' changing needs and competitor activity

This section contains the following subsection :

[MINOR GROUP 611 Insurance Agents and Sales Representatives](#)

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### MINOR GROUP 611 INSURANCE AGENTS AND SALES REPRESENTATIVES

INSURANCE AGENTS AND SALES REPRESENTATIVES represent companies in selling their goods and services, and sell property on behalf of clients.

ICT and Technical Sales Representatives are excluded from this minor group. ICT Sales Representatives are included in Unit Group 2252 ICT Sales Professionals. Technical Sales Representatives are included in Unit Group 2254 Technical Sales Representatives.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- assisting clients to sell property by auction, and buy and sell livestock, rural equipment, and goods and services
- compiling lists of prospective clients and making contact to seek interviews and gauge interest
- determining the needs of prospective clients and explaining which goods and services would meet their needs
- informing and supplying details to clients about goods and services for sale
- selling a range of goods and services to clients
- keeping up-to-date with clients' changing needs and competitor activity

This section contains the following subsection :

[UNIT GROUP 6111 Auctioneers, and Stock and Station Agents](#)

[UNIT GROUP 6112 Insurance Agents](#)

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### UNIT GROUP 6111 AUCTIONEERS, AND STOCK AND STATION AGENTS

AUCTIONEERS, AND STOCK AND STATION AGENTS sell property at auction, and advise and represent farmers in business transactions such as buying and selling livestock, rural property, and goods and services.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.



**Tasks Include:**

- appraising and listing property for auction
- organising advertising, catalogues and other publicity for auctions
- consulting vendors and setting reserve prices
- describing property presented and the conditions of sale
- asking for or setting opening bids and determining reserve prices
- accepting bids from potential buyers and closing sales to the highest bidders
- purchasing and selling livestock and rural property on behalf of clients
- selling agricultural supplies, such as seed, grains, feed, sprays, dips, drenches and veterinary products, in accordance with statutory requirements
- acting as an insurance agent for rural clients

**Occupations:**

611111 Auctioneer

611112 Stock and Station Agent

**611111 AUCTIONEER**

Conducts sales of real estate, goods and livestock by taking offers from buyers and accepting the highest purchase price. Registration or licensing is required.

Skill Level: 3

**611112 STOCK AND STATION AGENT**

Provides advice to clients and acts on their behalf in relation to the sale and purchase of rural property, livestock, crops and agricultural products and services. Registration or licensing may be required.

Skill Level: 3

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### UNIT GROUP 6112 INSURANCE AGENTS

INSURANCE AGENTS represent insurance companies in selling insurance to clients.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing is required.

#### **Tasks Include:**

- interviewing clients to identify their insurance needs
- explaining to clients details of insurance and conditions, risk coverage, premiums and benefits
- assisting clients to determine the type and level of coverage required
- calculating premiums and establishing method of payment
- reviewing clients' circumstances to ensure that the level and coverage of insurance is still appropriate
- settling and monitoring insurance claims to ensure that both client and insurer are satisfied with the outcome
- recording information about clients and their policies
- identifying and drawing up lists of potential clients from a variety of sources and contacting them to arrange interviews
- keeping up-to-date with changes in the insurance industry and informing clients of new developments

**Occupation:**

611211 Insurance Agent

**611211 INSURANCE AGENT**

Represents insurance companies in selling insurance to clients. Registration or licensing is required.

Skill Level: 3

Specialisations:

Insurance Underwriter

Life Assurance Representative

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### UNIT GROUP 6113 SALES REPRESENTATIVES

SALES REPRESENTATIVES represent companies to sell their goods and business services to wholesale and retail establishments.

ICT and Technical Sales Representatives are excluded from this unit group. ICT Sales Representatives are included in Unit Group 2252 ICT Sales Professionals. Technical Sales Representatives are included in Unit Group 2254 Technical Sales Representatives.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some

instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- promoting and selling their company's goods and services such as building and plumbing supplies, business services, motor vehicle parts and accessories, and personal and household goods
- acquiring and updating knowledge of employer's and competitors' goods and services, and market conditions
- using directories and other sources to compile lists of prospective business clients
- visiting clients and retail outlets to establish selling opportunities
- quoting prices and credit terms, recording orders and arranging deliveries
- following up clients and ensuring satisfaction with goods and services and resolving any problems
- monitoring clients' changing needs and competitor activity and reporting on these developments to sales and marketing management
- preparing sales reports
- maintaining and submitting records of business expenses incurred

**Occupations:**

611311 Sales Representative (Building and Plumbing Supplies)

611312 Sales Representative (Business Services)

611313 Sales Representative (Motor Vehicle Parts and Accessories)

611314 Sales Representative (Personal and Household Goods)

611399 Sales Representatives nec

**611311 SALES REPRESENTATIVE (BUILDING AND PLUMBING SUPPLIES)**

Represents their company in selling builders' timber, and building and plumbing hardware and supplies to wholesale and retail establishments.

Skill Level: 4

**611312 SALES REPRESENTATIVE (BUSINESS SERVICES)**

Represents their company in selling financial, advertising and other business services.

Skill Level: 4

Specialisations:

Sales Representative (Advertising)

Sales Representative (Printing)

**611313 SALES REPRESENTATIVE (MOTOR VEHICLE PARTS AND ACCESSORIES)**

Represents their company in selling motor vehicle parts and accessories to wholesale and retail establishments.

Skill Level: 4

### **611314 SALES REPRESENTATIVE (PERSONAL AND HOUSEHOLD GOODS)**

Represents their company in selling consumer goods, such as toys, sporting goods, books, stationery, hardware, floor coverings, furniture, textiles, clothing, footwear, toiletries and groceries, to wholesale and retail establishments.

Skill Level: 4

### **611399 SALES REPRESENTATIVES NEC**

This occupation group covers Sales Representatives not elsewhere classified.

Skill Level: 4

Occupations in this group include:

Sales Representative (Jewellery and Watches)

Sales Representative (Musical Goods)

Sales Representative (Photographic Equipment and Supplies)

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Sales Agents

### MINOR GROUP 612 REAL ESTATE SALES AGENTS

REAL ESTATE SALES AGENTS sell, lease and manage commercial and private properties, and broker the buying and selling of businesses.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3)



In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- accepting and listing properties and businesses for sale and lease, conducting inspections, and advising buyers on the merits of properties and businesses and the terms of sale or lease
- advising vendors of sales and marketing options such as sale by auction and open house inspections
- cataloguing and detailing land, buildings and businesses for sale or lease, and arranging advertising
- assessing buyers' needs and locating properties and businesses for their consideration
- offering valuations and advice for buying and selling properties and businesses, and structuring the terms of settlement
- collecting and holding rent monies from tenants, and remitting to owner on agreed basis
- monitoring and addressing non-compliance with terms and conditions of tenancy and pursuing rental arrears
- developing and implementing business plans, budgets, policies and procedures for the agency
- may arrange finance, land brokerage, conveyancing and maintenance of premises

This section contains the following subsection :

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### UNIT GROUP 6121 REAL ESTATE SALES AGENTS

REAL ESTATE SALES AGENTS sell, lease and manage commercial and private properties, and broker the buying and selling of businesses.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

The occupation Real Estate Agency Principal (Aus) / Real Estate Agency Licensee (NZ) has a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- accepting and listing properties and businesses for sale and lease, conducting inspections, and advising buyers on the merits of properties and businesses and the terms of sale or lease
- advising vendors of sales and marketing options such as sale by auction and open house inspections
- cataloguing and detailing land, buildings and businesses for sale or lease and arranging advertising
- assessing buyers' needs and locating properties and businesses for their consideration
- offering valuations and advice for buying and selling properties and businesses, and structuring the terms of settlement
- collecting and holding rent monies from tenants, and remitting to owner on agreed basis
- monitoring and addressing non-compliance with terms and conditions of tenancy and pursuing rental arrears
- developing and implementing business plans, budgets, policies and procedures for the agency
- may arrange finance, land brokerage, conveyancing and maintenance of premises

**Occupations:**

612111 Business Broker

612112 Property Manager

612113 Real Estate Agency Principal (Aus) / Real Estate Agency Licensee (NZ)

612114 Real Estate Agent

612115 Real Estate Representative

**612111 BUSINESS BROKER**

Alternative Title:

Business Agent

Operates as an independent agent in the buying and selling of businesses. Registration or licensing may be required.

Skill Level: 3

Specialisation:

Franchise Broker

### **612112 PROPERTY MANAGER**

Supervises the leasing of rental properties on behalf of owners. Registration or licensing may be required.

Skill Level: 3

Specialisation:

Body Corporate Manager

### **612113 REAL ESTATE AGENCY PRINCIPAL (AUS) / REAL ESTATE AGENCY LICENSEE (NZ)**

Manages the overall activities of a real estate agency. Registration or licensing is required.

Skill Level: 2

### **612114 REAL ESTATE AGENT**

Coordinates the activities of real estate representatives in selling and leasing real estate, ensuring compliance with legislative requirements. Registration or licensing is required.

Skill Level: 3

### **612115 REAL ESTATE REPRESENTATIVE**

Alternative Titles:

Real Estate Salesperson

Real Estate Subagent

Arranges the conduct of real estate transactions such as sales and leasing, and assists buyers to find suitable properties, on behalf of an agency. Registration or licensing is required.

Skill Level: 3

Specialisation:

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### SUB-MAJOR GROUP 62 SALES ASSISTANTS AND SALESPERSONS

SALES ASSISTANTS AND SALESPERSONS sell a range of goods and services directly to the public on behalf of retail and wholesale establishments.

#### **Indicative Skill Level:**

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be

required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

**Tasks Include:**

- determining customer requirements and advising on product range, price, delivery, warranties and product use and care
- demonstrating and explaining to customers the establishment's goods and services
- selling goods and services
- accepting payment for goods and services by a variety of payment methods and preparing sales invoices
- assisting with the ongoing management of stock such as product inventories and participating in stocktakes
- stacking and displaying goods for sale, and wrapping and packing goods sold

This section contains the following subsection :

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### MINOR GROUP 621 SALES ASSISTANTS AND SALESPERSONS

SALES ASSISTANTS AND SALESPERSONS sell a range of goods and services directly to the public on behalf of retail and wholesale establishments.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal



qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

**Tasks Include:**

- determining customer requirements and advising on product range, price, delivery, warranties and product use and care
- demonstrating and explaining to customers the establishment's goods and services
- selling goods and services
- accepting payment for goods and services by a variety of payment methods and preparing sales invoices
- assisting with the ongoing management of stock such as product inventories and participating in stocktakes
- stacking and displaying goods for sale, and wrapping and packing goods sold

This section contains the following subsection :

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[UNIT GROUP 6212 ICT Sales Assistants](#)

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### UNIT GROUP 6211 SALES ASSISTANTS (GENERAL)

SALES ASSISTANTS (GENERAL) sell goods and services, such as food, clothing, hardware, household appliances, office supplies and cosmetics, in retail and wholesale establishments.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- determining customer requirements and advising on product range, price, delivery, warranties and product use and care

- demonstrating and explaining to customers the establishment's goods and services
- selling food, beverages, clothing, footwear and other personal and household goods and services
- accepting payment for goods and services by a variety of payment methods and preparing sales invoices
- assisting with the ongoing management of stock such as product inventories and participating in stocktakes
- stacking and displaying goods for sale, and wrapping and packing goods sold

**Occupation:**

621111 Sales Assistant (General)

**621111 SALES ASSISTANT (GENERAL)**

Alternative Title:

Retail Sales Assistant

Sells goods and services, such as food, clothing, hardware, household appliances, office supplies and cosmetics, in a retail or wholesale establishment.

Skill Level: 5

Specialisations:

Clothing Sales Assistant  
Cosmetic Sales Assistant  
Fast Food Sales Assistant  
Hardware Sales Assistant

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### UNIT GROUP 6212 ICT SALES ASSISTANTS

ICT SALES ASSISTANTS sell computing and telecommunications related goods and services in retail and wholesale establishments.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- determining customer requirements and advising on product range, price, delivery, warranties and product use and care

- demonstrating and explaining to customers the establishment's goods and services
- selling computers, computer peripherals, software, mobile telephones and telephone accessories and services such as Internet access and mobile telephone plans
- accepting payment for goods and services by a variety of payment methods and preparing sales invoices
- assisting with the ongoing management of stock such as product inventories and participating in stocktakes
- stacking and displaying goods for sale, and wrapping and packing goods sold

**Occupation:**

621211 ICT Sales Assistant

**621211 ICT SALES ASSISTANT**

Sells computing and telecommunications related goods and services in a retail or wholesale establishment.

Skill Level: 5

Specialisation:

Mobile Phone Salesperson

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### UNIT GROUP 6213 MOTOR VEHICLE AND VEHICLE PARTS SALESPERSONS

MOTOR VEHICLE AND VEHICLE PARTS SALESPERSONS sell motor vehicles, boats, caravans, earthmoving equipment, vehicle accessories and parts in retail and wholesale establishments.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- determining customer requirements and advising on product range, price, delivery, warranties and

- product use and care
- showing vehicles to customers and test driving vehicles with customers
- selling motor vehicles and vehicle products such as parts, tyres, lubricating oils, batteries, car stereos and alarms
- taking sales orders and preparing contracts of sale
- receiving orders for parts
- determining part sizes and details such as vehicle make, model, manufacturer and year
- searching lists of parts to identify part numbers, price and availability

**Occupations:**

621311 Motor Vehicle or Caravan Salesperson

621312 Motor Vehicle Parts Interpreter (Aus) / Automotive Parts Salesperson (NZ)

**621311 MOTOR VEHICLE OR CARAVAN SALESPERSON**

Alternative Title:

Motor Vehicle Salesperson

Sells new and used motor cars, motor cycles, trucks, boats, caravans and earthmoving equipment in a retail or wholesale establishment.

Skill Level: 4

Specialisation:

Fleet Salesperson

**621312 MOTOR VEHICLE PARTS INTERPRETER (AUS) / AUTOMOTIVE PARTS SALESPERSON (NZ)**

Alternative Title:

Automotive Parts Interpreter

Sells motor vehicle accessories and parts in a retail or wholesale establishment.

Skill Level: 4

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### UNIT GROUP 6214 PHARMACY SALES ASSISTANTS

PHARMACY SALES ASSISTANTS sell pharmaceutical goods, toiletries and related goods in retail pharmacies.

Pharmacy Technicians are excluded from this unit group. Pharmacy Technicians are included in Unit Group 3112 Medical Technicians.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- accepting prescriptions for filling by Retail Pharmacists
- determining customer requirements and advising customers on the selection, price and usage of non-prescription medicines
- advising customers on the correct application and storage of medicines
- selling goods such as non-prescription drugs, first aid supplies, toiletries and cosmetics
- accepting payment for goods and services by a variety of payment methods and preparing sales invoices
- promoting goods and services that are for sale
- assisting with the ongoing management of stock such as product inventories and participating in stocktakes
- stacking and displaying goods for sale, and wrapping and packing goods sold

**Occupation:**

621411 Pharmacy Sales Assistant

**621411 PHARMACY SALES ASSISTANT**

Sells pharmaceutical goods, toiletries and related goods in a retail pharmacy.

Skill Level: 5

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### UNIT GROUP 6215 RETAIL SUPERVISORS

RETAIL SUPERVISORS supervise and coordinate the activities of retail sales workers.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### **Tasks Include:**

- ensuring that customers receive prompt service and quality goods and services
- responding to customers' inquiries and complaints about goods and services

- planning and preparing work schedules and assigning staff to specific duties
- interviewing, hiring, training, evaluating, dismissing and promoting staff, and resolving staff grievances
- instructing staff on how to handle difficult and complicated sales procedures
- examining returned goods and deciding on appropriate action
- taking inventory of goods for sale and ordering new stock
- ensuring that goods and services are correctly priced and displayed
- ensuring safety and security procedures are enforced

**Occupation:**

621511 Retail Supervisor

**621511 RETAIL SUPERVISOR**

Alternative Titles:

Checkout Supervisor  
Sales Department Supervisor

Supervises and coordinates the activities of retail sales workers.  
Skill Level: 4

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### UNIT GROUP 6216 SERVICE STATION ATTENDANTS

SERVICE STATION ATTENDANTS sell fuel, lubricants and other automotive accessories, and perform minor maintenance on motor vehicles at service stations.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- filling fuel tanks and containers to level specified by customer
- checking and replenishing air pressure in vehicle tyres, and oil and other vehicle fluid levels

- washing vehicle windscreens and windows
- performing minor repair work to vehicles such as replacing tyres, light bulbs and windscreen wiper blades
- maintaining and operating automatic car wash facilities
- collecting payments from customers for purchases
- cleaning petrol pumps and surrounding driveway, shop and facilities
- undertaking stock control and preparing reports on fuel, oil, accessories and other items sold
- replenishing stock of fast foods, newspapers, magazines and grocery items

**Occupation:**

621611 Service Station Attendant

**621611 SERVICE STATION ATTENDANT**

Alternative Title:

Driveway Attendant

Sells fuel, lubricants and other automotive accessories, and performs minor maintenance on motor vehicles at a service station.

Skill Level: 5

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### UNIT GROUP 6217 STREET VENDORS AND RELATED SALESPERSONS

STREET VENDORS AND RELATED SALESPERSONS sell goods and services on established routes, door-to-door, and at street and market locations.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- collecting goods and transporting them along established routes, to door-to-door areas, and to street and market locations

- displaying and demonstrating goods, and explaining the qualities of goods to customers
- informing customers of new goods and services
- receiving payments from customers and giving change
- recording transactions on customer receipts and sales records
- wrapping and packaging goods sold
- developing lists of prospective customers and calling on them to obtain new business
- ordering and purchasing goods for sale, and monitoring and maintaining stock levels
- may attract attention by playing music, singing and calling out goods and services for sale

**Occupations:**

621711 Cash Van Salesperson  
621712 Door-to-door Salesperson  
621713 Street Vendor

**621711 CASH VAN SALESPERSON**

Drives a van or light truck on established routes to sell goods and services.  
Skill Level: 5

Specialisations:

Ice-cream Van Vendor  
Milk Vendor

**621712 DOOR-TO-DOOR SALESPERSON**

Sells goods or services from door-to-door.  
Skill Level: 5

Specialisations:

Door-to-door Fundraising Collector  
Party Plan Salesperson

**621713 STREET VENDOR**

Sells goods or services to customers at a street or market location.  
Skill Level: 5

Specialisation:



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### UNIT GROUP 6219 OTHER SALES ASSISTANTS AND SALESPERSONS

This unit group covers Sales Assistants and Salespersons not elsewhere classified. It includes Materials Recyclers and Rental Salespersons.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Occupations:

621911 Materials Recycler

621912 Rental Salesperson  
621999 Sales Assistants and Salespersons nec

### **621911 MATERIALS RECYCLER**

Alternative Title:

Scrap Materials Buyer

Salvages materials from industrial, commercial and private establishments for resale.

Skill Level: 5

Specialisations:

Automotive Dismantler

Bottle Dealer

Waste Recycler

### **621912 RENTAL SALESPERSON**

Alternative Title:

Rental Clerk

Rents goods and equipment to individuals and businesses.

Skill Level: 5

Specialisations:

Car Rental Sales Assistant

Industrial Hire Sales Assistant

Video Library Assistant

### **621999 SALES ASSISTANTS AND SALESPERSONS NEC**

This occupation group covers Sales Assistants and Salespersons not elsewhere classified.

Skill Level: 5

Occupations in this group include:

Carpet Measurer

Lotteries Agent

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### SUB-MAJOR GROUP 63 SALES SUPPORT WORKERS

SALES SUPPORT WORKERS provide assistance to retailers, wholesalers and sales staff by undertaking support activities such as operating cash registers, and modelling, demonstrating, selecting, buying, promoting and displaying goods.

#### Indicative Skill Level:

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

**Tasks Include:**

- receiving payments from customers for goods and services purchased by a variety of payment methods
- counting and recording money received and balancing against register sales records, and preparing money for deposit in financial institutions
- promoting the organisation's goods and services by telephoning customers, and demonstrating goods to customers
- modelling merchandise and posing for art
- buying goods for resale and negotiating purchase, promotion and supply arrangements with suppliers
- setting up displays of products within stores and shopping centres

This section contains the following subsection :

[MINOR GROUP 631 Checkout Operators and Office Cashiers](#)

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### MINOR GROUP 631 CHECKOUT OPERATORS AND OFFICE CASHIERS

CHECKOUT OPERATORS AND OFFICE CASHIERS operate cash registers and receive payments from customers, and issue receipts and return change due.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- scanning, weighing and recording prices of goods
- receiving and processing payments for goods and services by cash, cheques, gift vouchers, credit and

- debit cards and other payment types
- issuing sales dockets and giving change
- maintaining supplies of change, wrapping and other materials used at checkout
- counting and recording money received and balancing against register sales records, and preparing money for deposit in financial institutions
- recording and balancing petty cash disbursements
- operating a computer terminal to administer the store's financial transaction system
- cashing authorised cheques

This section contains the following subsection :

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### UNIT GROUP 6311 CHECKOUT OPERATORS AND OFFICE CASHIERS

CHECKOUT OPERATORS AND OFFICE CASHIERS operate cash registers and receive payments from customers, and issue receipts and return change due.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- scanning, weighing and recording prices of goods
- receiving and processing payments for goods and services by cash, cheques, gift vouchers, credit and

- debit cards and other payment types
- issuing sales dockets and giving change
- maintaining supplies of change, wrapping and other materials used at checkout
- counting and recording money received and balancing against register sales records, and preparing money for deposit in financial institutions
- recording and balancing petty cash disbursements
- operating a computer terminal to administer the store's financial transaction system
- cashing authorised cheques

**Occupations:**

631111 Checkout Operator

631112 Office Cashier

**631111 CHECKOUT OPERATOR**

Operates cash registers and receives payments for goods purchased by customers.

Skill Level: 5

Specialisation:

Service Station Console Operator

**631112 OFFICE CASHIER**

Alternative Title:

Cashier

Receives payments from customers, issues receipts, returns change due, and meets the public and explains charging and billing policy.

Skill Level: 5

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### MINOR GROUP 639 MISCELLANEOUS SALES SUPPORT WORKERS

This minor group covers Sales Support Workers not elsewhere classified. It includes Models and Sales Demonstrators, Retail and Wool Buyers, Telemarketers, Ticket Salespersons and Visual Merchandisers.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

This section contains the following subsection :

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[UNIT GROUP 6392 Retail and Wool Buyers](#)

[UNIT GROUP 6393 Telemarketers](#)

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### UNIT GROUP 6391 MODELS AND SALES DEMONSTRATORS

MODELS AND SALES DEMONSTRATORS wear and display clothing and accessories and pose for art and photography, and demonstrate goods at commercial premises, exhibitions and private homes.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- modelling garments, footwear and fashion accessories for customers, sales personnel and fashion designers

posing for television, video and cinema commercials and for still photographs which appear in magazines, newspapers, catalogues and on billboards

- posing as subjects for paintings, sculptures and other types of art
- setting up displays and demonstrating goods to commercial customers and guests in private homes
- answering questions and offering advice on the use of goods
- selling goods or directing purchasers to sales counters
- undertaking merchandising of goods in retail outlets and ensuring there is adequate stock attractively presented for sale
- taking orders and making arrangements for payment, delivery and collection
- offering sample goods and distributing catalogues and other literature advertising goods for sale

### **Occupations:**

639111 Model

639112 Sales Demonstrator

### **639111 MODEL**

Wears and displays clothing and accessories, and poses for photographs, paintings, sculptures and other types of art.

Skill Level: 5

### **639112 SALES DEMONSTRATOR**

Alternative Title:

Merchandiser

Displays and demonstrates goods at commercial premises, exhibitions and private homes.

Skill Level: 5

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### UNIT GROUP 6392 RETAIL AND WOOL BUYERS

RETAIL AND WOOL BUYERS select and buy goods for resale in retail establishments, and value and buy wool sold by wool growers.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

monitoring sales data and stock levels, and studying trade, manufacturers' and market information to keep informed of changing market conditions

- negotiating purchase, promotion and supply arrangements with suppliers
- designing and implementing pricing, marketing, promotional and display strategies
- liaising with management on long-term planning and sales promotions
- establishing working plans according to seasonal and budgetary requirements
- anticipating consumer trends and determining quantity, style and quality of goods to be purchased
- inspecting, comparing, selecting and valuing wool by determining colour, yield, micron and length
- inspecting and buying wool at auction, in wool brokers' stores and in farm sheds
- receiving samples from scoured wool exchanges
- may visit freezing works to buy slipe wool

### **Occupations:**

639211 Retail Buyer

639212 Wool Buyer

### **639211 RETAIL BUYER**

Selects and buys goods for resale in a retail establishment.

Skill Level: 3

Specialisation:

Merchandise Planner

### **639212 WOOL BUYER**

Values and buys wool sold by wool growers.

Skill Level: 3

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### UNIT GROUP 6393 TELEMARKETERS

TELEMARKETERS telephone existing and prospective customers to promote goods and services, and obtain sales and arrange sales visits.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- working from scripts and lists of contacts to promote goods and services by telephone
- creating interest in goods and services, and seeking a sale or agreement to see sales representatives

- arranging processing and despatch of goods and services, information kits and brochures to customers
- arranging appointments for sales representatives
- recording notes for follow-up action and updating marketing databases to reflect changes to the status of each customer
- reporting competitor activities and issues raised by contacts for attention by managers
- maintaining statistics of calls made and successes achieved
- submitting periodic reports on telemarketing activities and results
- may work in a call centre

**Occupation:**

639311 Telemarketer

**639311 TELEMARKETER**

Telephones existing and prospective customers to promote goods and services, and obtain sales or arrange sales visits. May work in a call centre.

Skill Level: 5

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### UNIT GROUP 6394 TICKET SALESPERSONS

TICKET SALESPERSONS sell tickets and make reservations for services such as travel and admission to sporting and entertainment venues, and collect fares on transport vehicles.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- receiving customers' requests, accepting payments, collecting fares from passengers, and issuing tickets, receipts and change

- answering inquiries about charges, routes, schedules, reservations, coming attractions and fares
- checking service availability and times, and making reservations
- contacting customers to cancel or confirm reservations
- organising displays of service availability, times and other information
- collecting tickets and change from depot clerks
- signalling drivers to stop and proceed
- overseeing passengers' safety in emergency circumstances, and opening and closing vehicle doors
- assisting passengers to board and alight from vehicles and assisting passengers with baggage

### **Occupations:**

639411 Ticket Seller

639412 Transport Conductor

### **639411 TICKET SELLER**

Sells tickets and makes reservations for services such as travel and admission to sporting and entertainment venues. May take tickets, issue boarding passes, or assist in the use of self-check systems. May work in a call centre.

Skill Level: 5

### **Specialisations:**

Booking Clerk

Check-in Agent

Reservations Clerk

### **639412 TRANSPORT CONDUCTOR**

Collects fares and issues tickets on a transport vehicle.

Skill Level: 5

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### UNIT GROUP 6395 VISUAL MERCHANDISERS

VISUAL MERCHANDISERS plan and install internal, window and fixed displays to show goods to their best advantage.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- determining goods for display in accordance with prospective seasonal and promotional events

- developing overall promotional and display plans for approval
- preparing sketches and models showing layout, colour and other features for approval
- obtaining props and other accessories, and building displays
- setting up fabricated displays in store windows and other areas
- organising the setting out of goods to be shown as part of permanent displays
- arranging ticketing and signage
- arranging lighting to highlight fixtures, displays and goods

**Occupation:**

639511 Visual Merchandiser

**639511 VISUAL MERCHANDISER**

Alternative Title:

Window Dresser

Plans and installs internal, window and fixed displays to show goods to their best advantage.

Skill Level: 4

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### UNIT GROUP 6399 OTHER SALES SUPPORT WORKERS

This unit group covers Sales Support Workers not elsewhere classified.  
It includes Other Sales Support Workers.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Occupation:

639911 Other Sales Support Worker

## 639911 OTHER SALES SUPPORT WORKER

This occupation group covers Sales Support Workers not elsewhere classified.

Skill Level: 5

Specialisations:

Mystery Shopper  
Personal Shopper

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### MAJOR GROUP 7 MACHINERY OPERATORS AND DRIVERS

MACHINERY OPERATORS AND DRIVERS operate machines, plant, vehicles and other equipment to perform a range of agricultural, manufacturing and construction functions, move materials, and transport passengers and freight.

#### Indicative Skill Level:

Most occupations in this major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- setting up, controlling and monitoring the operation of machines, plant and equipment

- cleaning machines, plant and equipment and performing minor repairs
- transporting passengers and freight to set destinations
- receiving, loading, unloading and despatching goods

This section contains the following subsection :

[SUB-MAJOR GROUP 71 Machine and Stationary Plant Operators](#)

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### SUB-MAJOR GROUP 71 MACHINE AND STATIONARY PLANT OPERATORS

MACHINE AND STATIONARY PLANT OPERATORS operate stationary machines to process, manufacture, treat and finish a range of products, and perform activities such as extracting, loading, unloading, moving, placing, controlling, storing and measuring materials and equipment.

#### Indicative Skill Level:

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- setting up, starting, controlling and stopping machines and plant

- monitoring machines and plant and adjusting controls to regulate operation and quality of output
- cleaning and performing minor repairs to machines and plant
- checking machines and plant to ensure safe operations

This section contains the following subsection :

[MINOR GROUP 711 Machine Operators](#)

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GROUP 711 Machine Operators

### MINOR GROUP 711 MACHINE OPERATORS

MACHINE OPERATORS operate stationary machines to process, manufacture, treat and finish a range of products.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- fixing attachments to machines, setting controls and loading material to be processed

starting machines, observing operation and adjusting controls to regulate temperature, pressure, intake of raw materials and speed

- sampling output for defects and variations, and adjusting machine settings accordingly
- unloading and storing output
- cleaning and lubricating machines and performing minor repairs

This section contains the following subsection :

[UNIT GROUP 7111 Clay, Concrete, Glass and Stone Processing Machine Operators](#)

[UNIT GROUP 7112 Industrial Spraypainters](#)

[UNIT GROUP 7113 Paper and Wood Processing Machine Operators](#)

[UNIT GROUP 7114 Photographic Developers and Printers](#)

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### UNIT GROUP 7111 CLAY, CONCRETE, GLASS AND STONE PROCESSING MACHINE OPERATORS

CLAY, CONCRETE, GLASS AND STONE PROCESSING MACHINE OPERATORS operate machines to manufacture and finish a variety of clay, concrete, glassware and stone products by extruding, shaping, mixing, grinding, cutting and other processes.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### **Tasks Include:**

- monitoring the flow of clay and other raw materials and products into machines, and adjusting valves and controls to specifications
- positioning clay and stone on machines to be cut and worked
- operating concrete mixing, stacking and splitting machines
- setting up and installing moulds and other machine fixtures
- setting up and operating glass-making machines to produce molten glass, and regulating temperature of molten glass
- pressing and blowing glass into moulds to form glassware products
- collecting and examining samples for conformity to specifications and adjusting machine settings accordingly
- setting grinding and cutting edges
- using hand tools to cut, inscribe and polish roughly hewn stone to finished condition

#### **Occupations:**

711111 Clay Products Machine Operator

711112 Concrete Products Machine Operator

711113 Glass Production Machine Operator

711114 Stone Processing Machine Operator

711199 Clay, Concrete, Glass and Stone Processing Machine Operators nec

#### **711111 CLAY PRODUCTS MACHINE OPERATOR**

Operates machines to manufacture clay products, such as bricks, tiles, insulators, porcelain and pottery, by shaping and firing clay.

Skill Level: 4

Specialisations:

Brick Extruder Operator

Porcelain Turner

Slip Caster

#### **711112 CONCRETE PRODUCTS MACHINE OPERATOR**

Operates machines to manufacture moulded concrete products such as cement pipes and fittings, concrete railway sleepers, concrete bricks, tiles and paving blocks, structural beams, building panels and cast products.

Skill Level: 4

Specialisations:

Concrete Pipe Machine Operator

Concrete Precast Moulder

Concrete Tile Machine Operator

### **711113 GLASS PRODUCTION MACHINE OPERATOR**

Operates machines to manufacture molten glass and shape glassware products such as containers, sheet glass, structural and stained glass, glass lenses and prisms.

Skill Level: 4

Specialisations:

Glass Furnace Operator  
Glass Laminating Operator  
Glass Maker  
Glass Melt Operator  
Glass Toughening Operator  
Glassware Maker

### **711114 STONE PROCESSING MACHINE OPERATOR**

Operates machines to cut and finish stones for tiles, building blocks and facings.

Skill Level: 4

Specialisations:

Marble Cutter  
Stone Polisher  
Stone Sawyer

### **711199 CLAY, CONCRETE, GLASS AND STONE PROCESSING MACHINE OPERATORS NEC**

This occupation group covers Clay, Concrete, Glass and Stone Processing Machine Operators not elsewhere classified.

Skill Level: 4

Occupations in this group include:

Brake Lining Maker  
Fibre Cement Moulder  
Plaster Caster  
Plaster Machine Operator

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### UNIT GROUP 7112 INDUSTRIAL SPRAYPAINTERS

INDUSTRIAL SPRAYPAINTERS operate spray painting equipment to paint and apply other industrial coatings to manufactured items.

Vehicle Painters are excluded from this unit group. Vehicle Painters are included in Unit Group 3243 Vehicle Painters.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- grinding, sanding and cleaning surfaces of items to be painted
- loading paint, oil, lacquer, varnish and rustproofing agents into spray equipment
- connecting hoses to spray equipment and adjusting spray nozzles to required pressure
- securing items to be sprayed within spray booths or placing them onto conveyors
- directing spray guns to apply even coatings
- moving items to drying areas and stacking them for further painting and packaging
- starting and monitoring extractor and drying fans, and heaters
- cleaning nozzles, containers and hoses of equipment
- may operate paint dipping baths
- may mix coating solutions and regulate their temperature

**Occupation:**

711211 Industrial Spraypainter

**711211 INDUSTRIAL SPRAYPAINTER**

Operates spray painting equipment to paint and apply other industrial coatings to manufactured items.

Skill Level: 4

Specialisations:

Powder Coater

Rust Proofer

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### UNIT GROUP 7113 PAPER AND WOOD PROCESSING MACHINE OPERATORS

PAPER AND WOOD PROCESSING MACHINE OPERATORS operate machines to manufacture paper packaging and other paper products, fibreboard stock, logs, plywood, particle board, solid laminate and similar timber products.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

setting up printing plates, ink circulation systems, knives, creases, cutting dies, and folding and gluing machines

- loading machines with paper and fibreboard
- operating machines to form cardboard containers, paper plates, egg cartons, tissue paper and other paper products
- adjusting and cleaning machines and performing minor repairs
- securing timber into place and setting saws to produce specified sizes of plank and board to be cut
- starting machines and feeding stock onto cutting saw, and operating automatic feed mechanisms
- raising and lowering saws to trim boards and remove defects such as rot and splits
- controlling lathes and slicing machines to produce veneers, and laminating veneer using glue
- verifying dimensions of cut stock and accuracy of cuts
- checking saws and other machines for safety, sharpness and correct functioning

### **Occupations:**

711311 Paper Products Machine Operator

711313 Sawmilling Operator

711314 Other Wood Processing Machine Operator

### **711311 PAPER PRODUCTS MACHINE OPERATOR**

Operates machines to manufacture paper packaging and other products from paper and fibreboard stock.

Skill Level: 4

Specialisations:

Carton Making Machinist

Embosser

Paper Bag Making Machinist

### **711313 SAWMILLING OPERATOR**

Alternative Title:

Sawmiller

Sets up and operates machines to cut logs into planks of standard sizes.

Skill Level: 4

Specialisations:

Band Saw Operator

Beam Saw Operator

Cant Gang Sawyer  
Resawyer  
Ripsaw Operator  
**711314 OTHER WOOD PROCESSING MACHINE OPERATOR**

Operates machines that strip and prepare logs, remove bark, cut logs and timber, create wood chips, and cut, glue, press, trim, sand, splice, mould and repair wooden boards of various grades, forms and combinations.

Skill Level: 4

Specialisations:

Debarker Operator  
Docking Saw Operator  
Log Preparer  
Plywood and Veneer Repairer  
Sawmill Moulder Operator  
Veneer Production Machine Operator

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### UNIT GROUP 7114 PHOTOGRAPHIC DEVELOPERS AND PRINTERS

PHOTOGRAPHIC DEVELOPERS AND PRINTERS edit and adjust digital images, develop photographic film, and print photographic images from digital media, negatives and positives using computer software, fully automatic equipment and by separate processes.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- cropping images and adjusting colour, brightness and contrast
- preparing exposed film for different processing batches in dark rooms and dark chambers
- adjusting settings and running automatic developing equipment
- inspecting prints and adjusting settings on print-making equipment to produce required number, size and type of prints
- scanning images onto electronic media
- checking and replenishing chemicals and water supply for chemical and water baths required to produce negative and positive prints
- monitoring and testing photographic processing and printing equipment, and maintaining operational standards
- may prepare chemical solutions for different techniques and effects
- may develop black and white images by separate processes and operate enlargers
- may develop motion picture film

### **Occupation:**

711411 Photographic Developer and Printer

### **711411 PHOTOGRAPHIC DEVELOPER AND PRINTER**

Edits and adjusts digital images, develops photographic film, and prints photographic images from digital media, negatives and positives using computer software, fully automatic equipment and by separate processes.

Skill Level: 4

Specialisations:

Copy Camera Operator  
 Dark Room Attendant  
 Digital Photographic Printer  
 Film Process Operator  
 Minilab Operator  
 Photographic Enlarger Operator  
 Silver Recovery Operator (Aus)  
 Slide Developer

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### UNIT GROUP 7115 PLASTICS AND RUBBER PRODUCTION MACHINE OPERATORS

PLASTICS AND RUBBER PRODUCTION MACHINE OPERATORS operate machines to manufacture and finish plastic and rubber products.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- operating controls to regulate temperature, pressure, speed and flow of operation

measuring and loading materials, items and ingredients for mixing into machines and feeding mechanisms

- monitoring operation, regulating material supply and adding chemicals and colorants to mixture
- threading uncoated wire and cable through plastic coating machines, around take-up reels and through dies and cooling chambers
- laying casings, beads, ply and rubber sheets on moulds
- operating rollers to remove air
- operating vulcaniser presses and controlling curing
- examining output for defects and conformity to specifications
- performing minor repairs and maintaining production records

### **Occupations:**

711511 Plastic Cablemaking Machine Operator

711512 Plastic Compounding and Reclamation Machine Operator

711513 Plastics Fabricator or Welder

711514 Plastics Production Machine Operator (General)

711515 Reinforced Plastic and Composite Production Worker

711516 Rubber Production Machine Operator

711599 Plastics and Rubber Production Machine Operators nec

### **711511 PLASTIC CABLEMAKING MACHINE OPERATOR**

Operates extruding machines to encase wire, cord, cable and optic fibre in plastic or rubber.

Skill Level: 4

Specialisations:

Insulation Extruder Operator

Optic Fibre Drawer

Wire Drawer (Plastics)

### **711512 PLASTIC COMPOUNDING AND RECLAMATION MACHINE OPERATOR**

Operates mixing and grinding machines to prepare plastic powders and liquid blends, and recycle waste plastic materials from factory operations.

Skill Level: 4

Specialisations:

Pelletising Extruder Operator

Powder Hand (Plastics)

Shredder/Granulator Operator



### **711513 PLASTICS FABRICATOR OR WELDER**

Operates machines to measure, cut, shape, fit and assemble plastics materials to produce plastic products.

Skill Level: 4

Specialisations:

Acrylic Fabricator  
Vinyl Welder and Fabricator

### **711514 PLASTICS PRODUCTION MACHINE OPERATOR (GENERAL)**

Operates extruding, injection moulding and blow moulding machines to produce finished plastic products.

Skill Level: 4

Specialisations:

Blow Moulding Machine Operator  
Extruding Machine Operator (Plastics)  
Injection Moulding Machine Operator (Plastics)  
Lamination Machine Operator  
Plastic Production Machine Setter  
Rotational Moulding Operator (Plastics)

### **711515 REINFORCED PLASTIC AND COMPOSITE PRODUCTION WORKER**

Operates machines to apply gelcoat, colouring and fibre reinforced plastic to moulds to produce fibreglass and laminated products.

Skill Level: 4

Specialisations:

Fibreglass Gun Hand  
Fibreglass Laminator  
Resin Transfer Moulding Machine Operator

### **711516 RUBBER PRODUCTION MACHINE OPERATOR**

Operates machines to manufacture rubber products such as tyres.

Skill Level: 4

Specialisations:

Rubber Belt Splicer  
Rubber Compounder  
Rubber Extrusion Machine Operator  
Rubber Knitting and Reinforcing Machine Operator  
Rubber Moulding Machine Operator  
Rubber Roller Grinder Operator  
Tyre Builder  
Tyre Retreader

**711599 PLASTICS AND RUBBER PRODUCTION MACHINE OPERATORS NEC**

This occupation group covers Plastics and Rubber Production Machine Operators not elsewhere classified.  
Skill Level: 4

Occupations in this group include:

Thermoforming Machine Operator

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### UNIT GROUP 7116 SEWING MACHINISTS

SEWING MACHINISTS operate industrial sewing machines to sew and finish garments and soft furnishings such as curtains.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- threading machines, inserting bobbins and positioning parts to be sewn

starting, stopping and controlling speed of machines with pedals and knee levers to coordinate actions of presser feet, clothes guides, blades and other attachments, and guiding parts under needles, following edges, seams and markings

- changing needles and adjusting, securing and modifying attachments to machines
- finishing items by cutting excess material and threads
- operating thread trimming and other non-sewing machines
- inspecting stitching for defects and notifying repair mechanics of machine malfunctions
- performing basic maintenance such as lubrication of machines
- may do laying up and bundling tasks
- may ticket, label and finish work

**Occupation:**

711611 Sewing Machinist

**711611 SEWING MACHINIST**

Operates industrial sewing machines to sew and finish garments and soft furnishings such as curtains.

Skill Level: 4

Specialisation:

Embroiderer

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### UNIT GROUP 7117 TEXTILE AND FOOTWEAR PRODUCTION MACHINE OPERATORS

TEXTILE AND FOOTWEAR PRODUCTION MACHINE OPERATORS operate machines to process raw hides and skins, raw textile fibres, and dye, weave and knit fibres for use in textile and footwear production.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- preparing machines for operation by selecting and installing attachments and components for specialised

functions

- setting and operating controls used to regulate processing operations
- starting machines and monitoring operation to detect faults and ensure effectiveness of operation
- loading drums with hides and skins, textiles, and dyeing and tanning solutions
- cutting and machining leather and synthetic shoe uppers, and making shoes using moulded and cement construction techniques
- threading loom shuttles with cross-yarn arms
- positioning and feeding machines with fibre packages
- repairing broken yarns by tying and splicing ends
- examining finished products for defects and variations, reporting faults in machines, and carrying out quality control procedures

### **Occupations:**

711711 Footwear Production Machine Operator

711712 Hide and Skin Processing Machine Operator

711713 Knitting Machine Operator

711714 Textile Dyeing and Finishing Machine Operator

711715 Weaving Machine Operator

711716 Yarn Carding and Spinning Machine Operator

711799 Textile and Footwear Production Machine Operators nec

### **711711 FOOTWEAR PRODUCTION MACHINE OPERATOR**

Operates machines to manufacture ready-to-wear footwear.

Skill Level: 4

Specialisations:

Shoemaking Cutter

Shoemaking Finisher

### **711712 HIDE AND SKIN PROCESSING MACHINE OPERATOR**

Alternative Title:

Leather Production Machine Operator

Operates machines to convert raw hides and skins into finished leather for use in clothing, footwear and upholstery.

Skill Level: 4

Specialisations:

Fellmongering Machine Operator  
Hide and Skin Fleshing Machine Operator  
Sammying Machine Operator  
Tanner

### **711713 KNITTING MACHINE OPERATOR**

Alternative Title:

Textile Knitter

Operates machines to knit fabrics, garment parts and other articles from yarns such as cotton, wool, nylon and rayon.

Skill Level: 4

Specialisations:

Flat Bed Knitter

Warp Knitter

### **711714 TEXTILE DYEING AND FINISHING MACHINE OPERATOR**

Operates machines to bleach, dye and finish knitted garments such as hosiery and woollen garments.

Skill Level: 4

Specialisations:

Textile Dyer

Textile Finisher

### **711715 WEAVING MACHINE OPERATOR**

Alternative Title:

Loom Operator

Operates looms to weave yarn into cloth, carpet and other fabrics.

Skill Level: 4

Specialisations:

Beamer

Carpet Weaver

## **711716 YARN CARDING AND SPINNING MACHINE OPERATOR**

Operates machines to convert raw textile fibres into continuous untwisted and twisted strands of yarn for use in clothing, carpets, curtains and other fabrics.

Skill Level: 4

Specialisations:

Cotton Ginner

Gill Box Operator

Yarn Comber

Yarn Texture Machine Operator

## **711799 TEXTILE AND FOOTWEAR PRODUCTION MACHINE OPERATORS NEC**

This occupation group covers Textile and Footwear Production Machine Operators not elsewhere classified.

Skill Level: 4

Occupations in this group include:

Feltmaker

Net Maker

Rope Making Machine Operator

Tufting Machine Operator

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### UNIT GROUP 7119 OTHER MACHINE OPERATORS

This unit group covers Machine Operators not elsewhere classified.

It includes Chemical Production Machine Operators, Motion Picture Projectionists, Sand Blasters and Sterilisation Technicians.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Occupations:

711911 Chemical Production Machine Operator  
711912 Motion Picture Projectionist  
711913 Sand Blaster  
711914 Sterilisation Technician  
711999 Machine Operators nec

### **711911 CHEMICAL PRODUCTION MACHINE OPERATOR**

Operates machines to produce chemical goods such as soaps, detergents, pharmaceuticals, toiletries and explosives.

Skill Level: 4

Specialisations:

Bullet Maker  
Candle Maker  
Cosmetics Machine Operator  
Explosives Mixer Operator  
Nitrocellulose Maker  
Paint Tinter  
Tablet Making Machine Operator

### **711912 MOTION PICTURE PROJECTIONIST**

Operates film projection and related sound reproduction equipment.

Skill Level: 4

### **711913 SAND BLASTER**

Operates sandblasting machines to clean and grind metal products and other hard surfaces.

Skill Level: 4

### **711914 STERILISATION TECHNICIAN**

Cleans, sterilises and packages surgical instruments and other hospital equipment, soft goods and linen in a sterilisation service facility.

Skill Level: 4

## 711999 MACHINE OPERATORS NEC

This occupation group covers Machine Operators not elsewhere classified.

Skill Level: 4

Occupations in this group include:

Asbestos Remover  
Brush Maker  
Film Cutter  
Pressurised Container Filler  
Remotely Operated Vehicle (ROV) Pilot  
Sideshow Ride Operator  
Venetian Blind Machine Operator

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### MINOR GROUP 712 STATIONARY PLANT OPERATORS

STATIONARY PLANT OPERATORS operate stationary plant to perform a range of activities such as extracting minerals from the earth; refining and treating metals and mineral ore, and producing basic metal products; lifting, moving and placing materials and equipment; and loading and stacking bulk materials.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- fixing attachments to plant and setting controls prior to operation
- manipulating controls to move materials between process phases
- observing operation and adjusting controls to regulate temperature, pressure, mix of materials to be processed and handled, and speed of operation
- monitoring operation of plant directly or by referring to instruments ensuring safe operation
- cleaning and lubricating plant, repairing minor defects and reporting major problems
- unloading and storing output

This section contains the following subsection :

[UNIT GROUP 7121 Crane, Hoist and Lift Operators](#)

[UNIT GROUP 7122 Drillers, Miners and Shot Firers](#)

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[UNIT GROUP 7129 Other Stationary Plant Operators](#)

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### UNIT GROUP 7121 CRANE, HOIST AND LIFT OPERATORS

CRANE, HOIST AND LIFT OPERATORS operate stationary and mobile cranes, hoists, lifts and winches to lift, move and place materials, equipment and people in areas such as building sites, factories, mines, sawmills, wharves and shipyards.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing is required.

**Tasks Include:**

- testing the operation of plant before use to ensure safety
- operating controls to rotate cranes, move cranes on fixed rails, raise and lower jibs and booms, and raise, lower and move hooks and objects
- working in conjunction with Construction Riggers and Crane Chasers to position hooks and raise, move and place loads
- controlling the movement of loads, and monitoring speed, acceleration and braking distances directly and by signalling to other operators
- monitoring plant operation, instruments and gauges to detect malfunctions and problems
- lubricating ropes and winches on cranes and replacing worn cables
- may operate cranes fitted with attachments for purposes such as demolition and pile driving
- may operate overhead cranes using hand controls suspended by cables from cranes

**Occupation:**

712111 Crane, Hoist or Lift Operator

**712111 CRANE, HOIST OR LIFT OPERATOR**

Operates stationary and mobile cranes, hoists, lifts and winches to lift, move and place materials, equipment and people in areas such as building sites, factories, mines, sawmills, wharves and shipyards. Registration or licensing is required.

Skill Level: 4

**Specialisations:**

Chairlift Operator  
Cherry Picker Operator  
Elevated Work Platform Operator  
Pile Driver  
Portainer Operator  
Tower Crane Operator  
Winch Operator

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### UNIT GROUP 7122 DRILLERS, MINERS AND SHOT FIRERS

DRILLERS, MINERS AND SHOT FIRERS assemble, position and operate drilling rigs and mining plant, and detonate explosives to extract materials from the earth and demolish structures.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

#### Tasks Include:

- dismantling, moving and reassembling drilling rigs and accessory plant
- taking samples of ore, liquids and gases and packaging them
- performing minor maintenance and repairs, and lubricating and cleaning plant
- recording performance details and information obtained from wells, and keeping logs detailing operations
- operating surface and underground mining plant
- undertaking development work such as opening up new shafts, drives, air vents, rises and crib rooms
- positioning explosives in bore holes and priming explosives using detonators and explosive cartridges
- connecting wires, fuses and detonating cords to explosive cartridges and detonators, and detonating explosives
- monitoring operation of plant and ensuring safety of other workers on mining sites and during drilling operations
- operating auxiliary plant such as pumps to expel air, water and mud

### **Occupations:**

712211 Driller

712212 Miner

712213 Shot Firer

### **712211 DRILLER**

Alternative Title:

Drilling Plant Operator

Assembles, positions and operates a drilling rig and related equipment to extract ore, liquids or gases from the earth. Registration or licensing may be required.

Skill Level: 4

Specialisations:

Directional Driller

Exploration Driller

Jumbo Operator

Power Tong Operator

Raise Drill Operator

Rig Manager

Rock Drill Operator

Stope Miner

Tool Pusher

### **712212 MINER**

Alternative Title:

### Mining Plant Operator

Operates plant to excavate, load and transport coal, ore and rock in an underground or open-cut mine. Registration or licensing may be required.

Skill Level: 4

Specialisations:

Bogger Operator

Coal Cutter

Dragline Operator

Opal Miner

Underground Truck Operator

### 712213 SHOT FIRER

Alternative Title:

Powder Monkey (Aus)

Assembles, positions and detonates explosives at a mining or demolition site. Registration or licensing may be required.

Skill Level: 4

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### UNIT GROUP 7123 ENGINEERING PRODUCTION WORKERS

ENGINEERING PRODUCTION WORKERS perform a range of production process tasks to refine and treat metals and mineral ore, fire ceramics, and operate plant to produce and finish metal products such as rods, tubing and structural shapes, and moulds for casting.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing is required.

**Tasks Include:**

- interpreting engineering production drawings
- setting up, operating and adjusting production plant to shape metal stock and castings and cut sheet metal
- operating welding and electroplating plant
- operating furnaces and quenching plant to smelt and change the structure of metals
- using kilns and ovens to fire ceramics
- processing mineral ore and operating metal rolling plant
- casting molten metal and operating plant to draw metal wire through dies
- operating computer-controlled production plant

**Occupation:**

712311 Engineering Production Worker

**712311 ENGINEERING PRODUCTION WORKER**

Performs a range of production process tasks to refine and treat metals and mineral ore, fire ceramics, and operate plant to produce and finish metal products such as rods, tubing and structural shapes, and moulds for casting. Registration or licensing is required.

Skill Level: 4

**Specialisations:**

Alumina Refinery Operator  
Arc Welder  
Brake Press Operator  
Computer Numeric Control Machine Operator  
Foundry Operator  
Furnace Operator (Metals)  
Kiln Operator (Metals)  
Metal Rolling Mill Operator  
Sheetmetal Worker (Second Class)  
Tool Setter  
Turret Punch Operator

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### UNIT GROUP 7129 OTHER STATIONARY PLANT OPERATORS

This unit group covers Stationary Plant Operators not elsewhere classified.

It includes Boiler or Engine Operators, Bulk Materials Handling Plant Operators, Cement Production Plant Operators, Concrete Batching Plant Operators, Concrete Pump Operators, Paper and Pulp Mill Operators, Railway Signal Operators, Train Controllers, Waste Water or Water Plant Operators and Weighbridge Operators.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some

instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.  
Registration or licensing may be required.

**Occupations:**

712911 Boiler or Engine Operator  
712912 Bulk Materials Handling Plant Operator  
712913 Cement Production Plant Operator  
712914 Concrete Batching Plant Operator  
712915 Concrete Pump Operator  
712916 Paper and Pulp Mill Operator  
712917 Railway Signal Operator  
712918 Train Controller  
712921 Waste Water or Water Plant Operator  
712922 Weighbridge Operator  
712999 Stationary Plant Operators nec

**712911 BOILER OR ENGINE OPERATOR**

Operates and maintains stationary engines, boilers, refrigeration and airconditioning systems, and associated mechanical plant. Registration or licensing is required.

Skill Level: 4

Specialisations:

Airconditioning Plant Operator  
Marine Engine Driver  
Refrigeration Plant Operator

**712912 BULK MATERIALS HANDLING PLANT OPERATOR**

Operates plant to load, unload, move, store and stack bulk materials such as grain, sugar and mineral ore.

Skill Level: 4

Specialisations:

Bulk Fluids Handler  
Conveyor Belt Operator  
Grain Handler  
Palletiser Operator  
Tank Farm Operator (Petroleum)

**712913 CEMENT PRODUCTION PLANT OPERATOR**



Operates plant to produce cement, lime and clinker.

Skill Level: 4

Specialisations:

Cement Crusher Operator

Cement Despatch Operator

Cement Grinding Mill Operator

Cement Kiln Operator

### **712914 CONCRETE BATCHING PLANT OPERATOR**

Operates mixing plant to produce batches of concrete from cement, sand, aggregate, water and other ingredients.

Skill Level: 4

Specialisation:

Premix Concrete Batcher

### **712915 CONCRETE PUMP OPERATOR**

Operates plant to pump, cast and mould concrete. Registration or licensing is required.

Skill Level: 4

Specialisation:

Concrete Boom Operator

### **712916 PAPER AND PULP MILL OPERATOR**

Alternative Titles:

Paper Machine Operator

Paper Maker

Operates plant to produce paper pulp from woodchips and to make paper sheets.

Skill Level: 4

Specialisations:

Bleach Plant Operator  
Dryerman/woman (Paper Mill)  
Fourdrinier Machine Operator  
Inverform Machine Operator  
Paperboard Machine Operator  
Paper Rewinder Operator

#### **712917 RAILWAY SIGNAL OPERATOR**

Alternative Title:

Railway Switching and Signalling Operator

Controls the movement of trains, and assembles and disassembles trains within a marshalling yard.

Skill Level: 4

Specialisations:

Railway Shunter  
Railway Yard Assistant

#### **712918 TRAIN CONTROLLER**

Oversees the safe movement of trains using a computerised train control signalling system.

Skill Level: 4

#### **712921 WASTE WATER OR WATER PLANT OPERATOR**

Operates plant to store, distribute and treat water including purifying water for human consumption and removing wastes from sewage.

Skill Level: 4

#### **712922 WEIGHBRIDGE OPERATOR**

Operates weighing plant and issues measurement tickets which provide readings of vehicle and livestock weight.

Skill Level: 4

Specialisation:

Licensed Weigher

## **712999 STATIONARY PLANT OPERATORS NEC**

This occupation group covers Stationary Plant Operators not elsewhere classified.

Skill Level: 4

Occupations in this group include:

Air Compressor Operator  
Beverage Distiller  
Bitumen Plant Operator  
Crematorium Operator  
Lock Master (Water Transport)  
Snow Maker  
Timber Treatment Plant Operator  
Wash Plant Operator

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### SUB-MAJOR GROUP 72 MOBILE PLANT OPERATORS

MOBILE PLANT OPERATORS operate mobile plant to clear and cultivate land, sow and harvest crops, fell trees, move and excavate rock and soil, move pallets and containers, and lay roads and railway tracks.

#### **Indicative Skill Level:**

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### **Tasks Include:**

- driving plant to work site
- driving and manoeuvring plant on site

- selecting and fitting attachments to plant
- manipulating controls to operate attachments mechanically, hydraulically and electrically, and to move materials
- monitoring operation of plant directly and by referring to instruments
- monitoring condition of plant, performing minor repairs and reporting mechanical faults

This section contains the following subsection :

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### MINOR GROUP 721 MOBILE PLANT OPERATORS

MOBILE PLANT OPERATORS operate mobile plant to clear and cultivate land, sow and harvest crops, fell trees, move and excavate rock and soil, move pallets and containers, and lay roads and railway tracks.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- driving plant to worksite

- driving and manoeuvring plant on site
- selecting and fitting attachments to plant
- manipulating controls to operate attachments mechanically, hydraulically and electrically, and to move materials
- monitoring operation of plant directly and by referring to instruments
- monitoring condition of plant, performing minor repairs and reporting mechanical faults

This section contains the following subsection :

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### UNIT GROUP 7211 AGRICULTURAL, FORESTRY AND HORTICULTURAL PLANT OPERATORS

AGRICULTURAL, FORESTRY AND HORTICULTURAL PLANT OPERATORS operate agricultural, forestry and horticultural plant to clear and cultivate land, sow and harvest crops, and fell trees and move logs.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.



**Tasks Include:**

- preparing and positioning plant for operation
- operating tractor-drawn and self-propelled plant to plough land and sow, fertilise, cultivate and harvest crops, and avoid damaging crops
- adjusting speed, height and depth of implements
- operating plant to hold, lift and cut trees
- operating attachments to lift, swing, release and sort trees and logs, and operating auxiliary plant such as chipping machines and log splitting machines
- feeding felled trees into processors to strip limbs and cut into logs and loading logs onto stockpiles and into trucks
- keeping log tallies and writing work reports
- servicing plant and performing minor repairs

**Occupations:**

721111 Agricultural and Horticultural Mobile Plant Operator

721112 Logging Plant Operator

**721111 AGRICULTURAL AND HORTICULTURAL MOBILE PLANT OPERATOR**

Operates agricultural and horticultural plant to clear and cultivate land, and sow and harvest crops. Registration or licensing may be required.

Skill Level: 4

Specialisations:

Cotton Picking Machine Operator (Aus)

Harvester Operator

Tractor Operator

**721112 LOGGING PLANT OPERATOR**

Operates plant to fell trees and drag, transport and load logs onto trucks. Registration or licensing may be required.

Skill Level: 4

Specialisations:

Forwarder Operator

Skidder Operator

Tree Feller Operator

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### UNIT GROUP 7212 EARTHMOVING PLANT OPERATORS

EARTHMOVING PLANT OPERATORS operate plant to excavate earth, ore and rock, break up pavement, road, rock and obstructions, move and load earth, rock and debris, and level, smooth and compact surfaces in construction and other projects.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing is required.

**Tasks Include:**

- preparing and positioning plant for operation
- selecting, fitting and removing attachments such as buckets, winches, loading scoops, shovel blades and rock breaking hammers
- operating controls to excavate, break, drill, level, compact, gouge out, move, load and spread earth, rock, rubble, soil and other materials
- monitoring operation of plant and adjusting controls to regulate pressure, speed and flow of operation, and ensuring safety of other workers
- raising, lowering and manipulating attachments using manual and hydraulic controls
- working from drawings, markers and verbal instructions
- servicing, lubricating, cleaning and refuelling plant and performing minor adjustments and repairs

**Occupations:**

721211 Earthmoving Plant Operator (General)

721212 Backhoe Operator

721213 Bulldozer Operator

721214 Excavator Operator

721215 Grader Operator

721216 Loader Operator

**721211 EARTHMOVING PLANT OPERATOR (GENERAL)**

Alternative Title:

Construction Plant Operator (General)

Operates a range of earthmoving plant to assist with building roads, rail, water supply, dams, treatment plants and agricultural earthworks. Registration or licensing is required.

Skill Level: 4

**721212 BACKHOE OPERATOR**

Operates a backhoe and attachments to excavate, break, drill, level and compact earth, rock and other material. Registration or licensing is required.

Skill Level: 4

**721213 BULLDOZER OPERATOR**

Operates a bulldozer using blades and other attachments to gouge out, level and move materials in

construction, forestry, mining and other projects. Registration or licensing is required.

Skill Level: 4

Specialisation:

Scraper Operator (Earthmoving)

### **721214 EXCAVATOR OPERATOR**

Operates heavy excavation plant to excavate, move and load earth, rock and rubble. Registration or licensing is required.

Skill Level: 4

Specialisations:

Hydraulic Rockbreaker Operator  
Trench Digging Machine Operator

### **721215 GRADER OPERATOR**

Operates a grader to spread and level materials in construction projects. Registration or licensing is required.

Skill Level: 4

### **721216 LOADER OPERATOR**

Operates a motorised loader to move and load soil, rock and other material. Registration or licensing is required.

Skill Level: 4

Specialisations:

Bobcat Operator  
Front-end Loader Operator

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### UNIT GROUP 7213 FORKLIFT DRIVERS

FORKLIFT DRIVERS operate forklifts to move bulk materials, containers, crates, palletised goods, cartons and bales.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

#### Tasks Include:

- operating controls to align forklifts and raise and lower forks to stack and unstack items in warehouses, factories, timber yards and shipping terminals
- operating forklifts which run on rails or use electronic guidance systems to control movements in narrow aisles
- transporting goods to designated areas in warehouses, factories, timber yards and shipping terminals
- ensuring goods are stored in correct areas so that they can be easily located when orders are made up
- monitoring equipment operation visually through gauges and instruments and through computerised monitoring equipment
- inspecting and controlling equipment to identify wear and damage
- servicing and performing minor repairs and adjustments to forklifts
- may operate specialised trucks to carry items beneath elevated frames

**Occupation:**

721311 Forklift Driver

**721311 FORKLIFT DRIVER**

Alternative Titles:

Forklift Operator  
Fork Truck Operator

Operates a forklift to move bulk materials, containers, crates, palletised goods, cartons and bales. Registration or licensing may be required.

Skill Level: 4

Specialisation:

Reach Truck Operator

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### UNIT GROUP 7219 OTHER MOBILE PLANT OPERATORS

This unit group covers Mobile Plant Operators not elsewhere classified. It includes Aircraft Baggage Handlers and Airline Ground Crew, Linemarkers, Paving Plant Operators, Railway Track Plant Operators, Road Roller Operators and Streetsweeper Operators.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Occupations:**

721911 Aircraft Baggage Handler and Airline Ground Crew  
721912 Linemarker  
721913 Paving Plant Operator  
721914 Railway Track Plant Operator  
721915 Road Roller Operator  
721916 Streetsweeper Operator  
721999 Mobile Plant Operators nec

**721911 AIRCRAFT BAGGAGE HANDLER AND AIRLINE GROUND CREW**

Loads and unloads baggage, directs planes, positions staircases, fills aircraft fuel tanks and performs other aircraft ground services to ensure aircraft operations run efficiently. Registration or licensing is required.

Skill Level: 4

Specialisation:

Ramp Agent

**721912 LINEMARKER**

Operates plant to apply markings to roads and other surfaces such as car parks, airports and sportsgrounds. Registration or licensing is required.

Skill Level: 4

Specialisation:

Road Marker

**721913 PAVING PLANT OPERATOR**

Operates plant to spread and level hot bituminous paving materials and lay concrete on areas such as highways, roads and car parks. Registration or licensing is required.

Skill Level: 4

**721914 RAILWAY TRACK PLANT OPERATOR**

Operates plant to lay, align, repair and maintain railway tracks. Registration or licensing may be required.

Skill Level: 4

## **721915 ROAD ROLLER OPERATOR**

Operates a power-driven roller to prepare surfaces for roads, runways and car parks. Registration or licensing is required.

Skill Level: 4

## **721916 STREETSWEeper OPERATOR**

Operates plant to clean streets and gutters of litter and debris. Registration or licensing is required.

Skill Level: 4

## **721999 MOBILE PLANT OPERATORS NEC**

This occupation group covers Mobile Plant Operators not elsewhere classified. Registration or licensing may be required.

Skill Level: 4

Occupations in this group include:

Cable Ferry Operator  
Dredge Operator  
Mulcher Operator  
Snow Groomer  
Straddle Carrier Operator  
Tunneller

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### SUB-MAJOR GROUP 73 ROAD AND RAIL DRIVERS

ROAD AND RAIL DRIVERS drive cars, buses, coaches, trains, trams, vans and trucks to transport passengers and freight.

#### **Indicative Skill Level:**

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### **Tasks Include:**

- stopping at designated locations to pick up and set down passengers and freight
- establishing destinations and determining most appropriate routes

- ensuring passengers and freight arrive at destinations on time
- manoeuvring vehicles into position for loading and unloading
- assisting with loading and unloading operations using lifting and tipping devices
- observing safety requirements when loading and unloading vehicles

This section contains the following subsection :

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Automobile, Bus and Rail Drivers

### MINOR GROUP 731 AUTOMOBILE, BUS AND RAIL DRIVERS

AUTOMOBILE, BUS AND RAIL DRIVERS drive cars, buses, coaches, trains and trams to transport passengers and freight.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- stopping at designated locations to pick up and set down passengers and freight



- collecting fares and giving change
- controlling lighting, heating and ventilation to ensure passenger comfort
- observing prescribed speeds, nearby traffic, travelling conditions and signals to ensure safe arrival of passengers and freight
- ensuring passengers and freight arrive at destinations on time

This section contains the following subsection :

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### UNIT GROUP 7311 AUTOMOBILE DRIVERS

AUTOMOBILE DRIVERS drive motor cars to transport passengers to destinations.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing is required.

#### **Tasks Include:**

using mobile computer systems and radio networks to log into waiting passenger information

- picking up passengers at designated locations or when hailed
- checking passenger destinations and determining most appropriate route
- transporting passengers to desired destinations
- assisting passengers with luggage
- collecting fares and processing fare payments
- may collect and deliver parcels

**Occupations:**

731111 Chauffeur

731112 Taxi Driver

731199 Automobile Drivers nec

**731111 CHAUFFEUR**

Drives a limousine, van or private car to transport passengers to destinations on a fee-for-service basis, usually on a long-term hiring arrangement. Registration or licensing is required.

Skill Level: 4

Specialisations:

Hire Car Driver

Limousine Driver

**731112 TAXI DRIVER**

Drives a taxi to transport passengers to destinations on a fee-for-service basis, usually on a short-term, metered fare hiring arrangement. Registration or licensing is required.

Skill Level: 4

**731199 AUTOMOBILE DRIVERS NEC**

This occupation group covers Automobile Drivers not elsewhere classified. Registration or licensing is required.

Skill Level: 4

Occupations in this group include:

Oversize Load Pilot Escort

Rental Car Ferry Driver

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### UNIT GROUP 7312 BUS AND COACH DRIVERS

BUS AND COACH DRIVERS drive buses and coaches to transport passengers over established and special routes.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing is required.

#### Tasks Include:

- stopping at set locations to pick up and set down passengers
- opening and closing doors before and after passengers board or alight
- controlling lighting, heating and ventilation on buses
- collecting fares and giving change and tickets, and monitoring electronic entry
- advising passengers on destinations
- maintaining conduct of passengers
- may use public address systems to provide information and tour commentaries for passengers
- may assist coach passengers with baggage and accommodation bookings
- may maintain, service and clean coaches

### **Occupations:**

731211 Bus Driver

731212 Charter and Tour Bus Driver

731213 Passenger Coach Driver

### **731211 BUS DRIVER**

Drives a bus to transport passengers short distances on scheduled intra-city services over established routes. Registration or licensing is required.

Skill Level: 4

Specialisations:

Minibus Driver

School Bus Driver

### **731212 CHARTER AND TOUR BUS DRIVER**

Drives a coach to transport passengers on sightseeing, educational and other tours. Registration or licensing is required.

Skill Level: 4

Specialisation:

Coach Tour Driver

### **731213 PASSENGER COACH DRIVER**

Drives a coach to transport passengers long distances on scheduled intercity services over established routes. Registration or licensing is required.

Skill Level: 4

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### UNIT GROUP 7313 TRAIN AND TRAM DRIVERS

TRAIN AND TRAM DRIVERS drive trains and trams to transport passengers and freight on rail networks.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing is required.

#### **Tasks Include:**



- stopping at stations and set locations to pick up and set down passengers and freight
- opening and closing doors before and after passengers board or alight
- observing signals, track conditions, nearby traffic and prescribed speeds to ensure safety
- monitoring indicator gauges, changing controls and power supply poles and reporting operating irregularities
- checking time and adherence to timetables
- may advise passengers on destinations

#### **Occupations:**

731311 Train Driver

731312 Tram Driver

#### **731311 TRAIN DRIVER**

Alternative Title:

Locomotive Driver

Drives a train to transport passengers and freight on railways. Registration or licensing is required.

Skill Level: 4

Specialisations:

Electric Train Driver

Fireperson (Railway)

Locomotive Observer

Rail Car Driver

Steam Train Driver

#### **731312 TRAM DRIVER**

Drives a tram to transport passengers on urban light rail networks. Registration or licensing is required.

Skill Level: 4

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### MINOR GROUP 732 DELIVERY DRIVERS

DELIVERY DRIVERS drive vans and cars to deliver goods.

#### **Indicative Skill Level:**

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### **Tasks Include:**

- determining the destinations of goods and most appropriate delivery routes
- manoeuvring vehicles into position for loading and unloading

assisting with loading to ensure goods are arranged for ease of delivery and safely secured to avoid damage

- verifying loading documents
- arranging and performing unloading operations and obtaining certification of deliveries
- reporting vehicle maintenance needs
- may receive payments for deliveries and arrange accounts

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### UNIT GROUP 7321 DELIVERY DRIVERS

DELIVERY DRIVERS drive vans and cars to deliver goods.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing is required.

#### **Tasks Include:**

- determining the destinations of goods and most appropriate delivery routes
- manoeuvring vehicles into position for loading and unloading
- assisting with loading to ensure goods are arranged for ease of delivery and safely secured to avoid damage
- verifying loading documents
- arranging and performing unloading operations and obtaining certification of deliveries
- reporting vehicle maintenance needs
- may receive payments for deliveries and arrange accounts

**Occupation:**

732111 Delivery Driver

**732111 DELIVERY DRIVER**

Alternative Title:

Van Driver

Drives a van or car to deliver goods. Registration or licensing is required.

Skill Level: 4

Specialisations:

Fast Food Delivery Driver

Grocery Deliverer

Meals on Wheels Driver

Taxi Truck Driver

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### MINOR GROUP 733 TRUCK DRIVERS

TRUCK DRIVERS drive heavy trucks, removal vans, tankers and tow trucks to transport bulky goods and liquids.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- manoeuvring vehicles into position for loading and unloading



- loading and unloading vehicles using lifting and tipping devices
- observing safety requirements when loading and unloading vehicles
- making regular quality checks of vehicles to ensure they can be driven safely
- estimating weights to comply with load limitations and ensuring safe distribution of weight
- ensuring goods are stowed and securely covered to prevent loss and damage
- verifying loading documents, checking condition of goods and obtaining certification of deliveries

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### UNIT GROUP 7331 TRUCK DRIVERS

TRUCK DRIVERS drive heavy trucks, removal vans, tankers and tow trucks to transport bulky goods and liquids.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing is required.

#### Tasks Include:

- manoeuvring vehicles into position for loading and unloading
- loading and unloading vehicles using lifting and tipping devices
- observing safety requirements when loading and unloading vehicles
- making regular quality checks of vehicles to ensure they can be driven safely
- estimating weights to comply with load limitations and ensuring safe distribution of weight
- ensuring goods are stowed and securely covered to prevent loss and damage
- verifying loading documents, checking condition of goods and obtaining certification of deliveries

### **Occupations:**

733111 Truck Driver (General)

733112 Aircraft Refueller

733113 Furniture Removalist

733114 Tanker Driver

733115 Tow Truck Driver

### **733111 TRUCK DRIVER (GENERAL)**

Drives a heavy truck, requiring a specially endorsed class of licence, to transport bulky goods. Registration or licensing is required.

Skill Level: 4

Specialisations:

Cement Mixer Driver

Compactor Driver (Rubbish Collection)

Haulpak Driver

Kaitaraiwa Taraka (NZ)

Livestock Haulier

Logging Truck Driver

Road Train Driver

Tilt Tray Driver

### **733112 AIRCRAFT REFUELLER**

Drives a tanker truck filled with aviation fuel to waiting aircraft, attaches a fuel hose to aircraft fuel tank and fills it with fuel. Registration or licensing is required.

Skill Level: 4

Specialisation:

Ground Crewman Aircraft Support (Army)

### **733113 FURNITURE REMOVALIST**

Drives a removal van or truck to move household and office furniture and equipment between locations. Registration or licensing is required.

Skill Level: 4

Specialisations:

Office Mover

### **733114 TANKER DRIVER**

Drives a tanker truck, requiring a specially endorsed class of licence, to transport bulk liquids. Registration or licensing is required.

Skill Level: 4

Specialisations:

Milk Tanker Driver

Petrol Tanker Driver

Water Tanker Driver

### **733115 TOW TRUCK DRIVER**

Drives a tow truck, requiring a specially endorsed class of licence, to transport broken-down motor vehicles. Registration or licensing is required.

Skill Level: 4

Specialisation:

Mechanic Recovery (Army)

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### SUB-MAJOR GROUP 74 STOREPERSONS

STOREPERSONS receive, handle and despatch goods in stores and warehouses.

#### **Indicative Skill Level:**

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### **Tasks Include:**

- receiving incoming goods, checking for damage and for discrepancies between goods and invoices
- unloading vehicles, opening packages and removing contents
- operating computers to obtain details of location and quantity of items in stock

- labelling goods with details of storage location
- packing and weighing goods and sealing boxes
- operating machines to lift, place and remove goods on high levels
- operating specialised equipment, such as manually and electronically guided order pickers, and checking goods off picking list
- assisting with regular stocktakes
- may use materials handling equipment, such as hydraulic pallet lifters and hand trucks, to move goods

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### MINOR GROUP 741 STOREPERSONS

STOREPERSONS receive, handle and despatch goods in stores and warehouses.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- receiving incoming goods, checking for damage and for discrepancies between goods and invoices
- unloading vehicles, opening packages and removing contents
- operating computers to obtain details of location and quantity of items in stock



- labelling goods with details of storage location
- packing and weighing goods and sealing boxes
- operating machines to lift, place and remove goods on high levels
- operating specialised equipment, such as manually and electronically guided order pickers, and checking goods off picking list
- assisting with regular stocktakes
- may use materials handling equipment, such as hydraulic pallet lifters and hand trucks, to move goods

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UNIT GROUP 7411 Storepersons

### UNIT GROUP 7411 STOREPERSONS

STOREPERSONS receive, handle and despatch goods in stores and warehouses.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### **Tasks Include:**

- receiving incoming goods, checking for damage and for discrepancies between goods and invoices
- unloading vehicles, opening packages and removing contents

- operating computers to obtain details of location and quantity of items in stock
- labelling goods with details of storage location
- packing and weighing goods and sealing boxes
- operating machines to lift, place and remove goods on high levels
- operating specialised equipment, such as manually and electronically guided order pickers, and checking goods off picking list
- assisting with regular stocktakes
- may use materials handling equipment, such as hydraulic pallet lifters and hand trucks, to move goods

**Occupation:**

741111 Storeperson

**741111 STOREPERSON**

Alternative Titles:

Stores Assistant  
Warehouse Assistant

Receives, handles and despatches goods in a store or warehouse.

Skill Level: 4

Specialisations:

Chiller Hand  
Manufacturing Storeperson  
Operator Supply (Army)  
Order Picker/Assembler  
Stores Despatch Hand  
Stores Naval (Navy)

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### MAJOR GROUP 8 LABOURERS

LABOURERS perform a variety of routine and repetitive physical tasks using hand and power tools, and machines either as an individual or as part of a team assisting more skilled workers such as Trades Workers, and Machinery Operators and Drivers.

#### **Indicative Skill Level:**

Most occupations in this major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal

qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

**Tasks Include:**

- cleaning commercial, industrial and domestic premises, vehicles and machines
- spreading, levelling and finishing concrete and bituminous paving materials, and assembling and erecting scaffolding and rigging
- loading and unloading machines, assembling components, and grading, inspecting and packing products
- assisting with cultivating and harvesting crops, plants and forests, and with livestock production
- processing meat and seafood, and assisting with producing and preparing food
- loading and unloading freight from trucks, trains and ships, and stocking shelves in stores and supermarkets

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### SUB-MAJOR GROUP 81 CLEANERS AND LAUNDRY WORKERS

CLEANERS AND LAUNDRY WORKERS clean vehicles, commercial, industrial and domestic premises, construction sites and industrial machines, and clothing and other items in laundries and drycleaning establishments.

#### Indicative Skill Level:

Most occupations in this sub-major group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- removing rubbish and emptying containers, bins and trays

- dusting and polishing furniture, fixtures and fittings
- vacuuming and steam cleaning carpets, upholstery, curtains and floors
- applying cleaning agents to remove stains and dirt
- washing articles to remove stains and dirt
- picking up, sorting, washing, drying and ironing linen and clothes
- cleaning windows and other glass surfaces

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### MINOR GROUP 811 CLEANERS AND LAUNDRY WORKERS

CLEANERS AND LAUNDRY WORKERS clean vehicles, commercial, industrial and domestic premises, construction sites and industrial machines, and clothing and other items in laundries and drycleaning establishments.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- removing rubbish and emptying containers, bins and trays

- dusting and polishing furniture, fixtures and fittings
- vacuuming and steam cleaning carpets, upholstery, curtains and floors
- applying cleaning agents to remove stains and dirt
- washing articles to remove stains and dirt
- picking up, sorting, washing, drying and ironing linen and clothes
- cleaning windows and other glass surfaces

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### UNIT GROUP 8111 CAR DETAILERS

CAR DETAILERS wash and clean exteriors and interiors of motor vehicles, and touch up paint work, glass and upholstery to prepare them for sale or rent.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### **Tasks Include:**

- washing, drying, polishing and waxing vehicle exteriors
- vacuuming vehicle interiors, and drycleaning carpets and upholstery

- applying cleaning agents to remove stains from vehicle interiors
- washing tyres and wheel arches, and blackening tyres
- washing and polishing vehicle windows
- emptying and cleaning compartments in vehicles
- may make minor repairs and touch up finishes to remove scratches

**Occupation:**

811111 Car Detailer

**811111 CAR DETAILER**

Alternative Title:

Vehicle Detailer

Washes and cleans exteriors and interiors of motor vehicles, and touches up paint work, glass and upholstery to prepare them for sale or rent.

Skill Level: 5

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### UNIT GROUP 8112 COMMERCIAL CLEANERS

COMMERCIAL CLEANERS clean offices, residential complexes, hospitals, schools, industrial work areas, industrial machines, construction sites and other commercial premises using heavy duty cleaning equipment.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- vacuuming carpets, curtains and upholstered furniture
- cleaning, dusting and polishing furniture, fixtures and fittings

- removing rubbish and recyclable material, and emptying containers, bins and trays
- stripping wax from floors, re-waxing and polishing floors
- cleaning and disinfecting laundry and bathroom fixtures, replenishing supplies and reporting defective plumbing fixtures
- operating industrial vacuum cleaners to clean floors, work areas and machines
- removing dust and dirt from ceilings, walls, overhead pipes and fixtures
- applying acids and solvents to surfaces to remove stains and dirt
- removing lint, dust, soot, oil, grease, sludge and other residues from machines, hulls and holds of ships, and interiors and exteriors of furnaces, boilers and tanks
- may clean exteriors of buildings by sand-blasting and applying solvents

**Occupation:**

811211 Commercial Cleaner

**811211 COMMERCIAL CLEANER**

Cleans offices, residential complexes, hospitals, schools, industrial work areas, industrial machines, construction sites and other commercial premises using heavy duty cleaning equipment.

Skill Level: 5

Specialisations:

Aircraft Cabin Cleaner  
School Cleaner

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### UNIT GROUP 8113 DOMESTIC CLEANERS

DOMESTIC CLEANERS clean and tidy private dwellings such as houses, units, flats, apartments and townhouses.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- vacuuming carpets, curtains and upholstered furniture
- sweeping, mopping, waxing and polishing tiled, vinyl, timber and concrete floors

- tidying rooms, emptying wastepaper bins and removing refuse and recyclable material
- cleaning, disinfecting and deodorising kitchens, bathrooms and toilets
- dusting, cleaning and polishing furniture and other homewares
- cleaning windows and other glass surfaces

**Occupation:**

811311 Domestic Cleaner

**811311 DOMESTIC CLEANER**

Cleans and tidies private dwellings such as houses, units, flats, apartments and townhouses.

Skill Level: 5

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### UNIT GROUP 8114 HOUSEKEEPERS

HOUSEKEEPERS perform cleaning and housekeeping duties in hotels, motels and other commercial premises, and in private residences.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### **Tasks Include:**

- cleaning the interior of buildings and the immediate outside areas
- sweeping, mopping and polishing floors, vacuuming and shampooing carpets, and cleaning curtains and

- upholstered furniture
- dusting and polishing furniture, fixtures and fittings
- picking up rubbish, emptying garbage containers, and taking contents to waste areas for removal
- restocking minibars and replenishing items such as drinking glasses, writing equipment, linen and groceries
- stripping and making beds, and changing bed linen
- maintaining kitchens, washing dishes and cooking utensils, and cleaning appliances, cupboards, counters, pantries and floors
- picking up, sorting, washing, drying, ironing and mending linen and clothes
- preparing and cooking meals, setting and clearing tables, and serving food and beverages
- taking care of household pets and plants, receiving visitors, answering telephones, delivering messages, and shopping for groceries

### **Occupations:**

811411 Commercial Housekeeper

811412 Domestic Housekeeper

### **811411 COMMERCIAL HOUSEKEEPER**

Cleans, vacuums and mops floors, makes beds, and restocks mini bars and bathroom supplies in hotel and motel rooms and other commercial premises.

Skill Level: 5

### **811412 DOMESTIC HOUSEKEEPER**

Cleans, cooks and performs other housekeeping tasks in private residences.

Skill Level: 5

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### UNIT GROUP 8115 LAUNDRY WORKERS

LAUNDRY WORKERS sort, clean, fold, iron and package linen, clothing and other items in laundries and drycleaning establishments, and private residences.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- sorting articles for cleaning according to the type, colour, fabric and cleaning treatment required
- placing sorted articles into receptacles and onto conveyor belts for moving to repair and cleaning areas

- checking and removing stains from garments, and replacing buttons and making minor repairs
- loading and unloading washing machines, driers and extractors
- adding cleaning agents and starches to articles
- smoothing articles and guiding them through cleaning and pressing machines
- stopping and starting machines to untangle, straighten and remove articles
- ironing and pressing clean articles
- placing articles on shelves and hanging articles for delivery and collection
- packaging articles and preparing orders for despatch

**Occupations:**

811511 Laundry Worker (General)

811512 Drycleaner

811513 Ironer or Presser

**811511 LAUNDRY WORKER (GENERAL)**

Sorts, cleans, irons, folds and packages linen, clothing and other garments in a commercial laundry.

Skill Level: 5

Specialisations:

Folding Machine Operator

Linen Sorter

**811512 DRYCLEANER**

Cleans clothing, garments, upholstery and other fabrics using drycleaning agents and machines.

Skill Level: 5

**811513 IRONER OR PRESSER**

Irons or presses garments and other fabrics, such as delicate and formal wear, in a commercial laundry or private residence.

Skill Level: 5

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### UNIT GROUP 8116 OTHER CLEANERS

OTHER CLEANERS clean surfaces, materials and objects, such as carpets, windows, walls, swimming pools and cooling towers, using specialised cleaning equipment and chemicals.

It includes Carpet Cleaners and Window Cleaners.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- cleaning carpets and upholstered furniture using cleaning machines and their attachments
- selecting and applying cleaning agents to remove stains from carpets, windows and surfaces
- filling carpet cleaning machines with water and other cleaning agents
- using ladders, swinging scaffolds, bosun's chairs, hydraulic bucket trucks and other equipment to reach and clean windows in multi-storey buildings
- pushing pile-lifting machines over carpets and brushing pile to raise and fluff nap
- treating carpets with soil-repellent chemicals and deodorants, and treating for pests
- cleaning stone walls, metal surfaces, fascias and window frames using high pressure water cleaners and solvents
- applying chemicals and high pressure cleaning methods to remove micro-organisms from water and filtration systems, and using wet vacuums and other suction equipment to remove scale, accumulated dirt and other deposits from swimming pools, cooling tower components and drains

### **Occupations:**

811611 Carpet Cleaner

811612 Window Cleaner

811699 Cleaners nec

### **811611 CARPET CLEANER**

Cleans carpets, rugs and furniture upholstery using powder, liquid and steam cleaning methods, and applies soil-repellent chemicals and deodorants.

Skill Level: 5

Specialisation:

Upholstery Cleaner

### **811612 WINDOW CLEANER**

Cleans interior and exterior window surfaces.

Skill Level: 5

### **811699 CLEANERS NEC**

This occupation group covers Cleaners not elsewhere classified.

Skill Level: 5

Occupations in this group include:



Chimney Sweep  
Graffiti Cleaner  
High Pressure Cleaner  
Swimming Pool Cleaner

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### SUB-MAJOR GROUP 82 CONSTRUCTION AND MINING LABOURERS

CONSTRUCTION AND MINING LABOURERS perform a variety of routine tasks in house building, and road, rail and general construction, and in drilling, mining and mineral ore treatment, usually under close supervision.

#### Indicative Skill Level:

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal

qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

**Tasks Include:**

- loading and unloading construction materials and equipment, and transporting them around building sites
- mixing, spreading and levelling concrete, plaster and mortar
- laying out fence lines and lifting and positioning posts
- insulating buildings, pipes and ducting
- fitting awnings, security screens and other home improvements
- assembling and erecting scaffolding and rigging
- digging holes and trenches, and spreading, levelling and compacting soil, gravel, sand and ballast
- erecting and dismantling barricades
- directing cranes

This section contains the following subsection :

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### MINOR GROUP 821 CONSTRUCTION AND MINING LABOURERS

CONSTRUCTION AND MINING LABOURERS perform a variety of routine tasks in house building, and road, rail and general construction, and in drilling, mining and mineral ore treatment, usually under close supervision.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

**Tasks Include:**

- loading and unloading construction materials and equipment, and transporting them around building sites
- mixing, spreading and levelling concrete, plaster and mortar
- laying out fence lines and lifting and positioning posts
- insulating buildings, pipes and ducting
- fitting awnings, security screens and other home improvements
- assembling and erecting scaffolding and rigging
- digging holes and trenches, and spreading, levelling and compacting soil, gravel, sand and ballast
- erecting and dismantling barricades
- directing cranes

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[UNIT GROUP 8212 Concreters](#)

[UNIT GROUP 8213 Fencers](#)

[UNIT GROUP 8214 Insulation and Home Improvement Installers](#)

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### UNIT GROUP 8211 BUILDING AND PLUMBING LABOURERS

BUILDING AND PLUMBING LABOURERS perform a variety of routine tasks associated with erecting and repairing structures and facilities, maintaining stormwater, drainage and sewerage systems, excavating earth and clearing and levelling sites, and installing and maintaining piping systems, fixtures and water regulators.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### **Tasks Include:**

- loading and unloading building and construction materials, tools and equipment and transporting them

- around building sites
- erecting and dismantling temporary structures such as barricades and scaffolding
- mixing, pouring and spreading materials such as concrete, plaster and mortar
- using ladders, swinging scaffolds, bosun's chairs, hydraulic bucket trucks and other equipment to reach and demolish multi-storey structures
- cleaning and carrying out minor repairs on stormwater drains and canals, and checking for cracks and leaks in sewerage systems
- digging holes and shovelling excavated material onto conveyors, wheelbarrows and trucks for removal
- spreading and levelling soil, gravel and sand on roads and driveways, trench bottoms and similar locations
- assisting with assembling and installing piping, valves and fittings
- assisting with installing fixtures such as toilets, wash basins and sprinkler systems

### **Occupations:**

821111 Builder's Labourer

821112 Drainage, Sewerage and Stormwater Labourer

821113 Earthmoving Labourer

821114 Plumber's Assistant

### **821111 BUILDER'S LABOURER**

Alternative Title:

Construction Worker

Performs routine tasks in erecting and repairing structures and facilities on building and construction sites and in factories producing prefabricated building components.

Skill Level: 5

Specialisations:

Bricklayer's Assistant

Carpenter's Assistant

Tiler's Assistant

### **821112 DRAINAGE, SEWERAGE AND STORMWATER LABOURER**

Performs routine tasks in maintaining drainage, sewerage and stormwater systems.

Skill Level: 5

### **821113 EARTHMOVING LABOURER**

Performs routine tasks in excavating earth, clearing and levelling sites, and digging irrigation channels.

Skill Level: 5

Specialisation:

Grave Digger

### **821114 PLUMBER'S ASSISTANT**

Performs routine tasks in fabricating, laying, installing and maintaining pipes, fixtures, water meters and regulators.

Skill Level: 5

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### UNIT GROUP 8212 CONCRETERS

CONCRETERS pour, spread, smooth and finish concrete for structures such as floors, stairs, ramps, footpaths and bridges.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- erecting concrete form work and laying steel reinforcing
- pouring, spreading and levelling concrete using screeds and templates

- tamping, smoothing, shaping and sealing concrete
- operating trowelling machines to float, trowel and polish concrete surfaces
- forming expansion joints and edges using edging tools, jointers and straight edges
- installing fixtures in concrete such as anchor bolts, steel plates and door sills
- wetting concrete and rubbing with abrasives to finish vertical surfaces
- covering concrete with plastic sheeting and sand to cure it
- cutting lines in concrete using power cutters
- may cover freshly poured concrete with colouring powders and other materials

**Occupation:**

821211 Concreter

**821211 CONCRETER**

Alternative Title:

Concrete Worker

Pours, spreads, smooths and finishes concrete for structures such as floors, stairs, ramps, footpaths and bridges.

Skill Level: 5

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### UNIT GROUP 8213 FENCERS

FENCERS erect and repair fences and gates.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### **Tasks Include:**

- laying out fence lines and marking positions for post holes
- lifting and positioning fence posts in holes and securing posts with concrete, stone fill and soil

- forming fence frames
- constructing and attaching gates to fences
- stretching materials between fence posts
- constructing wooden paling, fibre-cement and metal fences
- repairing and demolishing existing fences

**Occupation:**

821311 Fencer

**821311 FENCER**

Alternative Title:

Fence Erector

Erects and repairs fences and gates.

Skill Level: 4

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### UNIT GROUP 8214 INSULATION AND HOME IMPROVEMENT INSTALLERS

INSULATION AND HOME IMPROVEMENT INSTALLERS install a variety of insulation materials to improve resistance to heat, cold, air, sound and moisture, and install functional and decorative home improvements.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

#### **Tasks Include:**

- examining plans, specifications and work sites to determine the type and quality of installations required and their location
- preparing site for insulation and installation of fittings by nailing up furring, drilling holes for screws and bolts, and erecting scaffolding and ladders
- gluing blocks and slabs of foamed plastic and cork to walls
- operating equipment to blow and spray mineral wool, fibre fill and foam insulation material into cavities
- cutting insulation material to size and shape, and nailing and stapling batt-type insulation to joists, studs and furring
- measuring, cutting and applying solar control film to windows
- fitting awnings, security screens, shower screens, prefabricated windows and doors, exterior cladding and other home improvements using hand tools
- drilling holes in wood, brick, stone and fibrous structures, and bolting, screwing and nailing fittings into place
- attaching and adjusting mechanical fittings such as cranks, locks and pull-cords
- installing flashing and waterproofing to fittings such as shower screens and prefabricated windows and doors

### **Occupations:**

821411 Building Insulation Installer

821412 Home Improvement Installer

### **821411 BUILDING INSULATION INSTALLER**

Installs and applies insulating material, such as foam, granules, foil, solar film, batts and blankets, to walls, floors, windows and ceilings of buildings to insulate against heat, cold, air, sound and moisture. Registration or licensing may be required.

Skill Level: 4

Specialisation:

Window Tinter (Building)

### **821412 HOME IMPROVEMENT INSTALLER**

Installs functional and decorative home improvements such as awnings, curtains, blinds, security screens, garage doors, exterior cladding, shower screens and prefabricated windows and doors. Registration or licensing may be required.

Skill Level: 4

Specialisations:

Awning Installer

Carport Erector  
Curtain Fitter  
Security Door Installer  
Shower Screen Installer

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### UNIT GROUP 8215 PAVING AND SURFACING LABOURERS

PAVING AND SURFACING LABOURERS perform routine tasks associated in laying bituminous and other paving materials on roads, runways, parking areas and other surfaces to be paved.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- sweeping paving bases prior to laying asphalt and other surfaces
- sprinkling and brushing hot and cold-mix asphalt over surfaces to be paved and repaired to bond asphalt



- toppings to bases
- operating tank-truck distributors and hoses to spray tar and road oils and emulsions on graded surfaces prior to paving
- tripping tail-gate levers to discharge hot-mix asphalt into paving machines, and spreading stone chips, gravel and cold-mix asphalt onto road surfaces
- shovelling asphalt mix into areas inaccessible to paving machines, and compacting mix using rakes and hand tampers
- cutting and trimming damaged surfaces using jack-hammers and softening edges of areas to be repaired with blowtorches
- erecting and dismantling barricades
- loading and unloading equipment, and cleaning work sites
- may direct traffic

**Occupation:**

821511 Paving and Surfacing Labourer

**821511 PAVING AND SURFACING LABOURER**

Performs routine tasks associated in laying bituminous and other paving materials on roads, runways, parking areas and other surfaces to be paved.

Skill Level: 5

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### UNIT GROUP 8216 RAILWAY TRACK WORKERS

RAILWAY TRACK WORKERS lay and repair tracks for railways, tramways, quarries and mines, and install and repair signals and other equipment.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- spreading and tamping ballast to provide firm foundation for sleepers

- cutting rails to length and grinding worn and rough rail ends
- placing sleepers across roadbeds, and positioning and fastening rails on sleepers
- drilling bolt holes, and bolting and welding rail sections
- removing and replacing worn and damaged rails, sleepers and switches
- cleaning and lubricating switches
- examining track, lubricating wheel bearings on rolling stock and maintaining switch signal lamps
- installing and repairing signals and other equipment
- may assist with the righting of derailed rolling stock

**Occupation:**

821611 Railway Track Worker

**821611 RAILWAY TRACK WORKER**

Lays and repairs tracks for railways, tramways, quarries and mines, and installs and repairs signals and other equipment.

Skill Level: 4

Specialisation:

Track Inspector

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### UNIT GROUP 8217 STRUCTURAL STEEL CONSTRUCTION WORKERS

STRUCTURAL STEEL CONSTRUCTION WORKERS assemble rigging gear to move and position equipment and structural components, erect scaffolding, position and secure steel reinforcing in concrete forms, and erect and dismantle structural steel frames.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Tasks Include:**

- erecting lifting tackles by attaching pulleys and blocks to fixed overhead structures, and installing cables and attaching counterweights
- attaching slinging gear to hoisting equipment and objects to be moved using clamps, hooks, bolts and knots
- fitting and bolting tubes, support braces and components to form bases and build up scaffolding
- lifting and positioning sections of scaffolding
- measuring, cutting, bending and fitting welded wire mesh into concrete areas to be mesh-reinforced
- fixing mesh and reinforcing steel into position in formwork for concrete pours
- setting up winches and rigging equipment to raise and position girders, plates, columns and other steel units
- erecting guard rails, guy wires, ropes and clears, laying planks and hanging safety nets

**Occupations:**

821711 Construction Rigger

821712 Scaffolder

821713 Steel Fixer

821714 Structural Steel Erector

**821711 CONSTRUCTION RIGGER**

Assembles and installs rigging gear, such as cables, ropes, pulleys and winches, to lift, lower, move and position equipment, structural steel and other heavy objects. Registration or licensing may be required.

Skill Level: 4

**821712 SCAFFOLDER**

Erects and dismantles scaffolding to provide work platforms on building and industrial sites, and for temporary structures such as staging and seating. Registration or licensing may be required.

Skill Level: 4

**821713 STEEL FIXER**

Positions and secures steel bars and steel mesh in concrete forms to reinforce concrete structures.

Registration or licensing may be required.

Skill Level: 4

**821714 STRUCTURAL STEEL ERECTOR**

Erects and dismantles structural steel frames of buildings and other structures. Registration or licensing may be required.

Skill Level: 4

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### UNIT GROUP 8219 OTHER CONSTRUCTION AND MINING LABOURERS

This unit group covers Construction and Mining Labourers not elsewhere classified. It includes Crane Chasers, Driller's Assistants, Ladders, Mining Support Workers and Surveyor's Assistants.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Occupations:

821911 Crane Chaser

821912 Driller's Assistant  
821913 Lagger  
821914 Mining Support Worker  
821915 Surveyor's Assistant

### **821911 CRANE CHASER**

Slings cranes and winches, and directs the movement of loads ensuring loads do not exceed lifting capacities.  
Skill Level: 5

Specialisations:

Dogman/woman  
Slinger

### **821912 DRILLER'S ASSISTANT**

Alternative Titles:

Driller's Offsider  
Roustabout (Oil and Gas)

Performs routine tasks in setting up, operating and dismantling drilling sites for extracting oil, gas, mineral ore or water.

Skill Level: 5

Specialisations:

Derrick Hand  
Roughneck  
Well Treatment Offsider

### **821913 LAGGER**

Applies insulating materials, such as felt, fibreglass, polyurethane and cork, to pipes, steam generators, process vats and ducting, and secures insulation with wire, wire netting, staples, metal strapping and using welding torches.

Skill Level: 5

### **821914 MINING SUPPORT WORKER**



Alternative Title:

Mineral Ore Processing Labourer

Performs routine tasks in mining and mineral ore treating operations such as assembling, operating and dismantling mining equipment, taking ore, rock and dust samples, and mixing ore treating chemicals and catalysts.

Skill Level: 5

Specialisation:

Pit Crew Support Worker

### **821915 SURVEYOR'S ASSISTANT**

Performs routine tasks to assist Surveyors and Geologists by transporting, assembling, maintaining and laying out prospecting and surveying equipment, and collecting and labelling samples.

Skill Level: 5

Specialisations:

Geological Survey Field Assistant

Seismic Survey Assistant

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### SUB-MAJOR GROUP 83 FACTORY PROCESS WORKERS

FACTORY PROCESS WORKERS perform routine tasks in processing, manufacturing and packaging food, beverages and other products.

#### **Indicative Skill Level:**

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be

required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

**Tasks Include:**

- sourcing, weighing and mixing raw materials, and loading into machines
- wrapping products, and filling, labelling and sealing containers by hand and machine
- storing and stacking finished products, and cleaning machines and work areas
- inspecting and grading products
- assembling components and subassemblies for further processing and to make finished products

This section contains the following subsection :

[MINOR GROUP 831 Food Process Workers](#)

[MINOR GROUP 832 Packers and Product Assemblers](#)

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### MINOR GROUP 831 FOOD PROCESS WORKERS

FOOD PROCESS WORKERS perform routine tasks in processing and manufacturing food and beverages.

#### **Indicative Skill Level:**

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training

may be required.

**Tasks Include:**

- measuring, weighing and mixing ingredients and loading into food and beverage machines
- operating machines to process and produce food and beverage products
- cutting, trimming and dressing meat, poultry and seafood
- checking product quality before packaging
- packing finished product
- cleaning machines, storage tanks and floors, and maintaining infestation control programs

This section contains the following subsection :

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[UNIT GROUP 8312 Meat Boners and Slicers, and Slaughterers](#)

[UNIT GROUP 8313 Meat, Poultry and Seafood Process Workers](#)

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UNIT GROUP 8311 Food and Drink Factory Workers

### UNIT GROUP 8311 FOOD AND DRINK FACTORY WORKERS

FOOD AND DRINK FACTORY WORKERS perform routine tasks in manufacturing food and beverages.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### **Tasks Include:**

- weighing, measuring, mixing, dissolving and boiling ingredients
- adding materials, such as spices and preservatives, to food and beverages
- operating heating, chilling, freezing, pasteurising, carbonating, sulphuring and desulphuring plant

monitoring product quality before packaging by inspecting, taking samples and adjusting treatment conditions when necessary

- operating machines to peel, core, slice, dice, pit and juice fruit and vegetables
- cleaning equipment, pumps, hoses, storage tanks, vessels and floors, and maintaining infestation control programs
- regulating speed of conveyors and crusher rollers, and adjusting tension of rollers to ensure total extraction of juice from sugar cane
- moving products from production lines into storage and shipping areas
- packaging and bottling products

### **Occupations:**

831111 Baking Factory Worker

831112 Brewery Worker

831113 Confectionery Maker

831114 Dairy Products Maker

831115 Fruit and Vegetable Factory Worker

831116 Grain Mill Worker

831117 Sugar Mill Worker

831118 Winery Cellar Hand

831199 Food and Drink Factory Workers nec

### **831111 BAKING FACTORY WORKER**

Operates machines and performs routine tasks to make bread, cakes and other baked products, and slices and wraps products.

Skill Level: 5

Specialisations:

Biscuit Factory Worker

Bread Room Hand

### **831112 BREWERY WORKER**

Operates machines and performs routine tasks to make beer, and package, store and despatch beer in bottles, cans and kegs.

Skill Level: 5

### **831113 CONFECTIONERY MAKER**

Operates machines and performs routine tasks to make and wrap confectionery.

Skill Level: 5

Specialisation:

Chocolate Maker

### **831114 DAIRY PRODUCTS MAKER**

Operates machines and performs routine tasks to make and package milk, milk powder, yoghurt, butter, cheese and other dairy products.

Skill Level: 5

Specialisations:

Butter Maker

Cheese Factory Worker

Cheese Maker

Milk Processing Worker

Milk Treater

Pasteuriser Operator

Yoghurt Maker

### **831115 FRUIT AND VEGETABLE FACTORY WORKER**

Operates machines and performs routine tasks to prepare canned and frozen fruit and vegetables, and make and package sauces, jams and juices.

Skill Level: 5

### **831116 GRAIN MILL WORKER**

Operates machines and performs routine tasks to mix, mill and treat grains and by-products to make flour, meal and stockfeed.

Skill Level: 5

Specialisation:

Stockfeed Miller

### **831117 SUGAR MILL WORKER**



Operates machines and performs routine tasks to extract juice from sugar cane to make granular sugar and molasses.

Skill Level: 5

### **831118 WINERY CELLAR HAND**

Operates machines and performs routine tasks to make and bottle wine.

Skill Level: 5

### **831199 FOOD AND DRINK FACTORY WORKERS NEC**

This occupation group covers Food and Drink Factory Workers not elsewhere classified.

Skill Level: 5

Occupations in this group include:

Coffee Roaster  
Egg Factory Worker  
Ice-cream Maker  
Margarine Maker  
Pasta Maker

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UNIT GROUP 8312 Meat Boners and Slicers, and Slaughterers

### UNIT GROUP 8312 MEAT BONERS AND SLICERS, AND SLAUGHTERERS

MEAT BONERS AND SLICERS, AND SLAUGHTERERS trim and cut meat from bones, sides and carcasses, and slaughter livestock in abattoirs.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- operating switching controls to direct and drop carcasses and meat cuts from supply rails to boning tables

- cutting meat to separate meat, fat and tissue from around bones
- washing, scraping and trimming foreign material and blood from meat
- cutting sides and quarters of meat into standard meat cuts, such as rumps, flanks and shoulders, and removing internal fat, blood clots, bruises and other matter to prepare them for packing and marketing
- operating restrainer and stunning equipment
- severing jugular veins of stunned animals to drain blood and facilitate dressing
- trimming and removing head meat and severing animal heads
- slitting open, eviscerating and trimming animal carcasses
- may slaughter livestock according to procedures required by religious customs

### **Occupations:**

831211 Meat Boner and Slicer

831212 Slaughterer

### **831211 MEAT BONER AND SLICER**

Trims and cuts meat from bones, sides and carcasses.

Skill Level: 4

Specialisation:

Meat Trimmer

### **831212 SLAUGHTERER**

Stuns and kills livestock, and prepares carcasses for further processing by removing internal organs and hides.

Skill Level: 4

Specialisation:

Stunner and Shackler (Abattoir)

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UNIT GROUP 8313 Meat, Poultry and Seafood Process Workers

### UNIT GROUP 8313 MEAT, POULTRY AND SEAFOOD PROCESS WORKERS

MEAT, POULTRY AND SEAFOOD PROCESS WORKERS slaughter and eviscerate poultry, and process, grade and package meat, poultry, fish and shellfish.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### **Tasks Include:**

- processing offal and tripe
- moving carcasses to chillers and freezers

- loading meat products into trucks
- packing boned and sliced meat into cartons
- stunning and shackling poultry for killing and processing
- severing jugular veins of poultry, and removing viscera and residual material from poultry carcasses
- separating organs and glands, such as sweetbreads, livers, hearts and spleens, from poultry carcasses
- inspecting and grading poultry, fish and shellfish for size and quality
- packing fish and counting packs before freezing, and packing frozen fish blocks into cartons
- operating machines which slice, peel, skin and crumb fish
- cleaning and sanitising equipment and work areas

### **Occupations:**

831311 Meat Process Worker  
831312 Poultry Process Worker  
831313 Seafood Process Worker

### **831311 MEAT PROCESS WORKER**

Processes carcasses of slaughtered livestock and prepares meat and meat products.

Skill Level: 5

Specialisation:

Offal Separator

### **831312 POULTRY PROCESS WORKER**

Stuns and kills, dresses, trims, cuts into portions, bones, fillets, weighs, grades and packages poultry.

Skill Level: 5

Specialisations:

Poultry Boner  
Poultry Slaughterer

### **831313 SEAFOOD PROCESS WORKER**

Scales, cleans, fillets, cuts, shells, grades and packages fish and shellfish.

Skill Level: 5

Specialisations:

Abalone Sheller  
Mussel Opener (NZ)  
Oyster Opener

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### MINOR GROUP 832 PACKERS AND PRODUCT ASSEMBLERS

PACKERS AND PRODUCT ASSEMBLERS wrap and place items into containers and seal containers in preparation for despatch to customers, and assemble components and subassemblies of products.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- filling and packing products into containers
- labelling and wrapping finished products



- monitoring weight and quantity of products
- locating, positioning and securing components on workbenches
- assembling and securing components in sequence
- assembling parts, deburring and finishing items and fitting hardware

This section contains the following subsection :

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### UNIT GROUP 8321 PACKERS

PACKERS weigh, wrap, seal and label chocolate, fruit, vegetables, meat, seafood and other products.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### **Tasks Include:**

- obtaining supplies of products and assembling bags, package folders and cartons
- packing containers and bags with products, and counting, weighing and measuring amounts and adjusting quantities

wrapping protective material around products, sealing bags and containers, and attaching pre-printed labels

- counting and placing bags and packages onto trays and racks, and into shipping cartons
- recording information such as numbers, weight, times and dates
- monitoring the filling of containers and adjusting machines to maintain volume and seal quality
- monitoring the supply and quality of containers and contents of holding tanks
- checking the cleanliness and operation of machines, equipment and containers

#### **Occupations:**

832111 Chocolate Packer

832112 Container Filler

832113 Fruit and Vegetable Packer

832114 Meat Packer

832115 Seafood Packer

832199 Packers nec

#### **832111 CHOCOLATE PACKER**

Weighs, wraps, seals and labels chocolate products.

Skill Level: 5

#### **832112 CONTAINER FILLER**

Fills and seals containers with products, such as food, beverages, paints, oils and lotions, and packages the filled containers.

Skill Level: 5

Specialisations:

Bottling Attendant

Cannery Worker

Labelling Machine Operator

#### **832113 FRUIT AND VEGETABLE PACKER**

Weighs, wraps, seals and labels fruit and vegetables.

Skill Level: 5

#### **832114 MEAT PACKER**

Weighs, wraps, seals and labels meat and meat products.

Skill Level: 5

### **832115 SEAFOOD PACKER**

Weighs, wraps, seals and labels seafood products.

Skill Level: 5

### **832199 PACKERS NEC**

This occupation group covers Packers not elsewhere classified.

Skill Level: 5

Occupations in this group include:

Biscuit Packer

Bread Packer

Cheese Packer

Egg Packer

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### UNIT GROUP 8322 PRODUCT ASSEMBLERS

PRODUCT ASSEMBLERS put together components and subassemblies that go into the production of metal products, electrical and electronic equipment, jewellery and precious metal articles, and joinery products.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### **Tasks Include:**

- locating, positioning and securing components on workbenches
- punching and drilling mounting holes in parts and assembled products

- assembling and securing components in sequence
- assembling parts by nailing, screwing, gluing and dowelling, riveting, crimping, soldering and spot welding components
- fitting hardware items, such as hinges, catches and knobs, to parts
- attaching and fastening jewellery and jewellery parts to fabricate bracelets, necklaces, brooches and earrings
- deburring and finishing items using files, grinding wheels and emery paper
- may manually wind light electrical field coils

**Occupation:**

832211 Product Assembler

**832211 PRODUCT ASSEMBLER**

Puts together components and subassemblies that go into the production of metal products, electrical and electronic equipment, jewellery and precious metal articles, and joinery products.

Skill Level: 5

Specialisations:

Electrical and Electronic Assembler

Light Coil Winder

Vehicle Assembler

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### MINOR GROUP 839 MISCELLANEOUS FACTORY PROCESS WORKERS

This minor group covers Factory Process Workers not elsewhere classified. It includes Metal Engineering Process Workers, Plastics and Rubber Factory Workers, Product Quality Controllers, and Timber and Wood Process Workers.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

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### UNIT GROUP 8391 METAL ENGINEERING PROCESS WORKERS

METAL ENGINEERING PROCESS WORKERS perform routine tasks in manufacturing metal products.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### **Tasks Include:**

- positioning and holding tools and metal products
- performing assembly and dismantling operations such as screwing and bolting
- operating materials-specific tools to perform tasks required for the production of the final product

soldering and spot welding components using electrical spot and butt welding machines

**Occupation:**

839111 Metal Engineering Process Worker

**839111 METAL ENGINEERING PROCESS WORKER**

Performs routine tasks in manufacturing metal products.

Skill Level: 5

**Specialisations:**

Boilermaker's Assistant

Fitter's Assistant

Metal Forger's Assistant

Metal Moulder's Assistant

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### UNIT GROUP 8392 PLASTICS AND RUBBER FACTORY WORKERS

PLASTICS AND RUBBER FACTORY WORKERS perform routine tasks in manufacturing plastic and rubber products.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- dumping material into hoppers of machines
- stopping moulding machines and discharging contents

- cutting foam products from foam blocks
- cleaning, smoothing and waxing moulds for making products
- brushing and spraying release agents onto moulds to assist with the removal of moulded products
- building up layers of fibreglass and resin on moulds
- cleaning work areas, tools and equipment
- may smooth rough edges of moulds using files, grinders and sanders

**Occupations:**

839211 Plastics Factory Worker

839212 Rubber Factory Worker

**839211 PLASTICS FACTORY WORKER**

Alternative Title:

Plastics Process Hand

Performs routine tasks in manufacturing plastic goods.

Skill Level: 5

Specialisations:

Cellular Plastics Cutter

Fibreglass Lay Up Worker

**839212 RUBBER FACTORY WORKER**

Alternative Title:

Rubber Process Hand

Performs routine tasks in manufacturing tyres and other rubber products.

Skill Level: 5

Specialisation:

Latex Foam Worker

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### UNIT GROUP 8393 PRODUCT QUALITY CONTROLLERS

PRODUCT QUALITY CONTROLLERS examine manufactured products and primary produce to ensure conformity to specifications and standards of presentation and quality.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- studying product specifications and taking measurements to determine conformity to specifications

- examining and marking output for visible defects such as cracks, holes and breakages
- making minor repairs and adjustments to products
- compiling quality assurance reports, maintaining documentation and reporting findings
- examining products for defects and grading produce
- designating grading of produce and recording details of assessments according to classification system
- collecting and labelling samples for inspection
- recording details of sampling procedures and sources of samples
- preparing samples and carrying out prescribed tests

**Occupations:**

839311 Product Examiner

839312 Product Grader

839313 Product Tester

**839311 PRODUCT EXAMINER**

Alternative Titles:

Quality Assurance Assessor

Quality Control Assessor

Examines products to ensure conformity to specifications and standards of presentation and quality.

Skill Level: 4

Specialisations:

Film Examiner

Metal Products Viewer

Textile Examiner

Tyre Finisher and Examiner

Vehicle Assembly Inspector

**839312 PRODUCT GRADER**

Grades primary produce by evaluating individual items or batches against established standards and records results.

Skill Level: 4

Specialisations:

Fruit and Vegetable Classer

Meat Grader

Milk and Cream Grader  
Timber Grader

### **839313 PRODUCT TESTER**

Collects product samples, conducts tests to determine quality of produce and maintains records of results.

Skill Level: 4

Specialisations:

Coal Sample Tester  
Glassware Verifier  
Iron Pellet Tester

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### UNIT GROUP 8394 TIMBER AND WOOD PROCESS WORKERS

TIMBER AND WOOD PROCESS WORKERS perform routine tasks in paper and pulp mills, sawmills, timber yards, and wood processing and timber products factories.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- rolling logs from trucks and conveyors to log decks, saw carriages and stacking bays
- placing logs and wood billets onto conveyors and lathes for processing into chips, veneers and pulp

- sorting and stacking timber during milling
- placing timber for processing by machines and unloading cut timber from tail end of machines
- assisting with setting up and operating plant and ancillary equipment used in the manufacture of sheets and boards
- transporting processed wood products, such as plywood, chipboard sheets and panels, to work areas
- clearing blockages in machines
- assisting with measuring and cutting materials
- packing and loading finished products for transportation
- cleaning work areas, tools and equipment

### **Occupations:**

839411 Paper and Pulp Mill Worker

839412 Sawmill or Timber Yard Worker

839413 Wood and Wood Products Factory Worker

### **839411 PAPER AND PULP MILL WORKER**

Alternative Title:

Pulp, Paper Making and Paper Products Labourer

Performs routine tasks in a paper and pulp mill such as placing logs onto conveyors for chipping, and loading woodchip and pulp for processing.

Skill Level: 5

### **839412 SAWMILL OR TIMBER YARD WORKER**

Alternative Titles:

Timber Mill Worker

Wood Processing Worker

Performs routine tasks in a sawmill or timber yard such as sorting and stacking timber, assisting timber machinists, assembling orders and racking offcuts.

Skill Level: 5

Specialisations:

Dry Mill Worker (NZ)

Tailer-out

## 839413 WOOD AND WOOD PRODUCTS FACTORY WORKER

Alternative Title:

Wood and Wood Products Labourer

Performs routine tasks in a wood processing and timber product factory such as placing logs on equipment and conveyors, assisting with measuring and cutting of materials, and setting up and operating plant equipment.

Skill Level: 5

Specialisations:

Hardboard Factory Worker  
Joinery Factory Worker  
Particleboard Factory Worker  
Plywood Factory Worker

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### UNIT GROUP 8399 OTHER FACTORY PROCESS WORKERS

This unit group covers Factory Process Workers not elsewhere classified. It includes Cement and Concrete Plant Workers, Chemical Plant Workers, Clay Processing Factory Workers, Fabric and Textile Factory Workers, Footwear Factory Workers, Glass Processing Workers,-Hide and Skin Processing Workers and Recycling Workers.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Occupations:

839911 Cement and Concrete Plant Worker  
839912 Chemical Plant Worker  
839913 Clay Processing Factory Worker  
839914 Fabric and Textile Factory Worker  
839915 Footwear Factory Worker  
839916 Glass Processing Worker  
839917 Hide and Skin Processing Worker  
839918 Recycling Worker  
839999 Factory Process Workers nec

### **839911 CEMENT AND CONCRETE PLANT WORKER**

Performs routine tasks in manufacturing cement and concrete products such as greasing and assembling concrete moulds, holding reinforcing steel in position during concrete pours, stripping moulds from dried concrete products, and finishing products.

Skill Level: 5

### **839912 CHEMICAL PLANT WORKER**

Performs routine tasks in a chemical processing plant such as delivering materials to processing areas, dumping ingredients into hoppers, operating machines to heat, cool and agitate chemical solutions, filling and fastening covers on containers, and attaching labels and information on products.

Skill Level: 5

Specialisations:

Gas Plant Worker  
Munitions Factory Worker  
Paint Factory Worker

### **839913 CLAY PROCESSING FACTORY WORKER**

Alternative Title:

Clay Processing Labourer

Performs routine tasks in manufacturing clay and ceramic products such as loading clay into machines, stacking products on kiln cars, pallets and trolleys, and moving kiln cars and trolleys to and from kilns, dryers, sorting, storage and shipping areas.

Skill Level: 5

Specialisations:

Brick Handler  
Kiln Labourer

#### **839914 FABRIC AND TEXTILE FACTORY WORKER**

Performs routine tasks in a fabric and textile factory such as cutting canvas, upholstery and curtain fabrics, delivering materials to machines, operating automatic machines using computerised patterns, pressing partially completed and finished garments, and inspecting and finishing completed garments.

Skill Level: 5

#### **839915 FOOTWEAR FACTORY WORKER**

Performs routine tasks in manufacturing footwear such as basic hand cutting of shoe components, delivering materials to machines, and inspecting and finishing completed footwear.

Skill Level: 5

#### **839916 GLASS PROCESSING WORKER**

Performs routine tasks in manufacturing glassware such as setting up, adjusting and repairing automatic machines and equipment, and checking weight of glassware.

Skill Level: 5

Specialisation:

Glass Mould Cleaner

#### **839917 HIDE AND SKIN PROCESSING WORKER**

Performs routine tasks in tanning and finishing leather, hides and skins such as fleshing hides by cutting out pieces of flesh and fat, laying out hides and skins for classing and drying and arranging heaters to dry them, spraying dried hides with preservatives, and treating, pressing and securing hides and skins.

Skill Level: 5

Specialisations:

Fellmongery Worker  
Hand Flesher

Tannery Worker

### **839918 RECYCLING WORKER**

Alternative Title:

Recycling Sorter

Performs routine tasks in a recycling facility such as sorting, packing and storing plastics, glass, paper, metals and other recyclable materials which have been collected from household, commercial and industrial premises in preparation for use in creating new products.

Skill Level: 5

### **839999 FACTORY PROCESS WORKERS NEC**

This occupation group covers Factory Process Workers not elsewhere classified.

Skill Level: 5

Occupations in this group include:

Sheltered Workshop Worker

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### SUB-MAJOR GROUP 84 FARM, FORESTRY AND GARDEN WORKERS

FARM, FORESTRY AND GARDEN WORKERS perform a variety of routine tasks in cultivating and harvesting crops, plants and forests, breeding and raising of livestock and aquatic stock, and the management of pests and weeds.

#### Indicative Skill Level:

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal



qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

**Tasks Include:**

- planting and propagating trees, seeds, seedlings, bulbs and vines
- pruning and thinning crops, vines and trees
- monitoring the condition of crops and livestock and ensuring that they have adequate water and feed
- harvesting, sorting and packing produce into containers
- mustering and droving livestock
- cultivating and maintaining natural and plantation forests and felling trees
- managing and controlling pests and weeds species by applying chemicals and trapping and shooting animals

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### MINOR GROUP 841 FARM, FORESTRY AND GARDEN WORKERS

FARM, FORESTRY AND GARDEN WORKERS perform a variety of routine tasks in cultivating and harvesting crops, plants and forests, breeding and raising of livestock and aquatic stock, and the management of pests and weeds.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

**Tasks Include:**

- planting and propagating trees, seeds, seedlings, bulbs and vines
- pruning and thinning crops, vines and trees
- monitoring the condition of crops and livestock and ensuring that they have adequate water and feed
- harvesting, sorting and packing produce into containers
- mustering and droving livestock
- cultivating and maintaining natural and plantation forests and felling trees
- managing and controlling pests and weeds species by applying chemicals and trapping and shooting animals

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### UNIT GROUP 8411 AQUACULTURE WORKERS

AQUACULTURE WORKERS perform routine tasks in breeding and raising fish and other aquatic stock.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### **Tasks Include:**

- feeding and grading fish, and monitoring their growth
- assisting with farm layout and constructing nets, long-lines and cages
- checking and looking after equipment and fish housing

- operating pumps and other equipment
- testing and checking on water quality
- removing dead and dying fish
- operating lifting equipment such as forklifts and small cranes
- harvesting fish, and sorting and packing for transportation
- restocking pens, pools, tanks, ponds, rivers and dams with juvenile fish
- collecting and recording growth, production and water quality data

**Occupation:**

841111 Aquaculture Worker

**841111 AQUACULTURE WORKER**

Performs routine tasks in breeding and raising fish and other aquatic stock.

Skill Level: 5

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### UNIT GROUP 8412 CROP FARM WORKERS

CROP FARM WORKERS perform routine tasks in producing crops such as fruit, nuts, grains, vegetables and mushrooms.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- planting trees, seeds, seedlings, roots, bulbs, vines and other plants using hand tools and farm machines
- building trellises for climbing vegetables and vines

- operating farm machines to cultivate, fertilise, spray and harvest fruit, nuts, grains and vegetables
- spraying trees, vines and other plants with chemicals to control weed growth, insects, fungus growth and diseases
- thinning, weeding and hoeing row crops, and pruning trees and vines
- irrigating land for crop growth
- selecting and picking fruit, nuts, grains, vegetables and mushrooms according to size and ripeness, and discarding rotting and over-ripened produce
- grading, sorting, bunching and packing produce into containers
- loading filled fruit, nut, grain and vegetable containers onto trucks

### **Occupations:**

841211 Fruit or Nut Farm Worker

841212 Fruit or Nut Picker

841213 Grain, Oilseed or Pasture Farm Worker (Aus) / Field Crop Farm Worker (NZ)

841214 Vegetable Farm Worker (Aus) / Market Garden Worker (NZ)

841215 Vegetable Picker

841216 Vineyard Worker

841217 Mushroom Picker

841299 Crop Farm Workers nec

### **841211 FRUIT OR NUT FARM WORKER**

Performs routine tasks on a fruit or nut farm such as cultivating and fertilising soil, and planting, irrigating and pruning crops. May spray chemicals on crops to treat disease and pests.

Fruit or Nut Pickers are excluded from this occupation. Fruit or Nut Pickers are included in Occupation 841212

Fruit or Nut Picker.

Skill Level: 5

Specialisation:

Orchard Worker

### **841212 FRUIT OR NUT PICKER**

Harvests fruit and nuts and prepares produce for distribution.

Fruit or Nut Farm Workers, and Grape Pickers are excluded from this occupation. Fruit or Nut Farm Workers are included in Occupation 841211 Fruit or Nut Farm Worker. Grape Pickers are included in Occupation 841216 Vineyard Worker.

Skill Level: 5

### **841213 GRAIN, OILSEED OR PASTURE FARM WORKER (AUS) / FIELD CROP FARM WORKER (NZ)**

Performs routine tasks on a grain, oilseed protein, or pasture farm such as cultivating and fertilising soil, and planting and irrigating crops. May spray chemicals on crops to treat disease and pests.

Skill Level: 5

### **841214 VEGETABLE FARM WORKER (AUS) / MARKET GARDEN WORKER (NZ)**

Performs routine tasks on a vegetable farm or market garden such as cultivating and fertilising soil, and planting and irrigating crops. May spray chemicals on crops to treat disease and pests.

Vegetable Pickers are excluded from this occupation. Vegetable Pickers are included in Occupation 841215 Vegetable Picker.

Skill Level: 5

### **841215 VEGETABLE PICKER**

Harvests vegetables and prepares produce for distribution.

Vegetable Farm Workers (Aus) / Market Garden Workers (NZ) are excluded from this occupation. Vegetable Farm Workers (Aus) / Market Garden Workers (NZ) are included in Occupation 841214 Vegetable Farm Worker (Aus) / Market Garden Worker (NZ).

Skill Level: 5

### **841216 VINEYARD WORKER**

Performs routine tasks on a vineyard such as cultivating and fertilising soil, planting, training and pruning vines, and picking grapes.

Skill Level: 5

### **841217 MUSHROOM PICKER**

Harvests mushrooms and prepares produce for distribution.

Skill Level: 5



## 841299 CROP FARM WORKERS NEC

This occupation group covers Crop Farm Workers not elsewhere classified.

Skill Level: 5

Occupations in this group include:

Coffee Plantation Worker (Aus)

Flower Buncher or Picker

Hop Farm Worker

Lavender Farm Worker

Sugar Cane Planter (Aus)

Tea Plantation Worker (Aus)

Tea Tree Farm Worker

Turf Farm Worker

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### UNIT GROUP 8413 FORESTRY AND LOGGING WORKERS

FORESTRY AND LOGGING WORKERS perform routine tasks associated in cultivating and maintaining natural and plantation forests, and logging, felling and sawing trees.

Tree Surgeons are excluded from this unit group. Tree Surgeons are included in Unit Group 3622 Gardeners, in Occupation 362212 Arborist.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

**Tasks Include:**

- maintaining forest roads, buildings, facilities, signs and equipment
- killing weeds, felling and de-barking non-productive trees and thinning young plantations
- collecting seeds, and cultivating and planting seedlings for reafforestation purposes
- applying fertilisers, insecticides and herbicides to individual trees and general forest areas
- maintaining look-out for fires in forests
- removing major branches and tree tops, trimming branches and sawing trunks into logs
- assisting with loading and transporting logs
- planning the felling of trees and determining the natural and intended fall of each tree
- clearing surrounding area of saplings and debris prior to tree-felling
- operating and maintaining manual and machine saws to fell trees and to cut felled trees into logs

**Occupations:**

841311 Forestry Worker  
841312 Logging Assistant  
841313 Tree Faller

**841311 FORESTRY WORKER**

Assists with cultivating, maintaining and protecting forests. Registration or licensing may be required.

Skill Level: 4

Specialisations:

Fire Lookout  
Forestry Tree Pruner  
Tree Planter  
Tree Thinner (NZ)

**841312 LOGGING ASSISTANT**

Alternative Title:

Logger

Assists with logging, felling and sawing of trees in forests.

Skill Level: 4

Specialisation:

Sleeper Cutter

## 841313 TREE FALLER

Alternative Title:

Tree Feller

Fells trees in forests, and trims and saws them into logs. Registration or licensing may be required.

Skill Level: 4

Specialisations:

Hardwood Faller

Softwood Faller

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### UNIT GROUP 8414 GARDEN AND NURSERY LABOURERS

GARDEN AND NURSERY LABOURERS perform a variety of routine tasks in propagating, cultivating and maintaining plants in gardens and horticultural nurseries.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### **Tasks Include:**

- loading, unloading and moving garden supplies and equipment
- preparing garden sites and plots using hand tools and machines

- assisting with planting and transplanting flowers, shrubs, trees and lawns
- maintaining gardens by watering, weeding and mowing lawns
- cleaning gardens and removing rubbish
- assisting with propagating, planting and potting seeds, bulbs and cuttings
- tending plants by hand watering and weeding
- adjusting mist irrigation systems, shade and ventilation
- harvesting and packaging plants for sale and transport

**Occupations:**

841411 Garden Labourer

841412 Horticultural Nursery Assistant

**841411 GARDEN LABOURER**

Assists in cultivating and maintaining gardens.

Skill Level: 5

Specialisation:

Lawn Mower

**841412 HORTICULTURAL NURSERY ASSISTANT**

Alternative Title:

Nursery Hand (Horticulture)

Assists in propagating, cultivating and harvesting plants in a horticultural nursery.

Skill Level: 5

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### UNIT GROUP 8415 LIVESTOCK FARM WORKERS

LIVESTOCK FARM WORKERS perform routine tasks in livestock, egg and wool production.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### **Tasks Include:**

- patrolling, inspecting and reporting on the condition of livestock
- providing livestock with feed and water
- assisting with maintaining the health and welfare of livestock



mustering and droving livestock to milking and shearing sheds and between paddocks to ensure sufficient feed is available

- washing and cleaning udders, and attaching milking machines to udders and milking cows
- collecting eggs and placing in incubators
- herding sheep for shearing and keeping mobs separate during shearing
- spreading fleeces on skirting tables for classing, pressing wool and branding bales
- exercising horses by walking, riding, leading and swimming, and attending to horses at track work, barrier trials and races
- cleaning stables and hatcheries, storing bedding and performing minor repairs on fixtures, buildings and fences
- assembling, preparing and storing horse gear

### **Occupations:**

841511 Beef Cattle Farm Worker

841512 Dairy Cattle Farm Worker

841513 Mixed Livestock Farm Worker

841514 Poultry Farm Worker

841515 Sheep Farm Worker

841516 Stablehand

841517 Wool Handler

841599 Livestock Farm Workers nec

### **841511 BEEF CATTLE FARM WORKER**

Performs routine tasks on a beef cattle farm such as feeding, mustering and moving cattle, and assisting with animal husbandry.

Skill Level: 5

### **841512 DAIRY CATTLE FARM WORKER**

Performs routine tasks on a dairy farm such as herding and milking cattle.

Skill Level: 5

### **841513 MIXED LIVESTOCK FARM WORKER**

Performs routine tasks on a mixed livestock farm such as moving, feeding and counting livestock, and assisting with animal husbandry.

Skill Level: 5

#### **841514 POULTRY FARM WORKER**

Performs routine tasks on a poultry farm such as collecting eggs and placing them in incubators, providing poultry with feed and water, and disinfecting hatcheries to prevent disease.

Skill Level: 5

#### **841515 SHEEP FARM WORKER**

Performs routine tasks on a sheep farm such as herding sheep into pens in preparation for branding, shearing, crutching, dipping and yarding for sale.

Skill Level: 5

Specialisation:

Shepherd

#### **841516 STABLEHAND**

Assists with handling of horses and maintaining and cleaning stables.

Skill Level: 5

Specialisations:

Horse Stud Worker

Track Rider

#### **841517 WOOL HANDLER**

Alternative Titles:

Shearing Shed Hand

Shearing Shed Worker

Regulates the flow of sheep to be shorn, keeps the shearing shed clean and tidy, and assists with wool clip preparation.

Skill Level: 5

#### **841599 LIVESTOCK FARM WORKERS NEC**

This occupation group covers Livestock Farm Workers not elsewhere classified.

Skill Level: 5

Occupations in this group include:

Deer Farm Worker  
Emu Farm Worker (Aus)  
Goat Herder  
Ostrich Farm Worker  
Piggery Worker

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### UNIT GROUP 8416 MIXED CROP AND LIVESTOCK FARM WORKERS

MIXED CROP AND LIVESTOCK FARM WORKERS perform routine tasks in crop cultivation and animal production.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### **Tasks Include:**

- patrolling, inspecting and reporting on the condition of crops and livestock
- operating farm machines to cultivate, plant, fertilise, spray and harvest field crops

- maintaining and repairing buildings, machines, fences, plant and water systems
- loading and unloading seed grain, fertilisers and livestock feed, and loading field crops into transporters for marketing
- irrigating land for crop growth
- providing livestock with feed and water
- assisting with maintaining the health and welfare of livestock
- mustering and droving livestock to milking and shearing sheds and between paddocks to ensure sufficient feed is available

**Occupation:**

841611 Mixed Crop and Livestock Farm Worker

**841611 MIXED CROP AND LIVESTOCK FARM WORKER**

Alternative Title:

General Farm Hand

Performs routine tasks in crop cultivation and animal production.

Skill Level: 5

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### UNIT GROUP 8419 OTHER FARM, FORESTRY AND GARDEN WORKERS

This unit group covers Farm, Forestry and Garden Workers not elsewhere classified. It includes Hunter-Trappers and Pest Controllers.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

The occupation Pest Controller has a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Registration or licensing may be required.

**Occupations:**

841911 Hunter-Trapper

841913 Pest Controller

841999 Farm, Forestry and Garden Workers nec

**841911 HUNTER-TRAPPER**

Alternative Titles:

Hunter

Shooter

Hunts, traps and shoots animals for food, pelts, research and for pest control. Registration or licensing may be required.

Skill Level: 5

Specialisations:

Possum Trapper (NZ)

**841913 PEST CONTROLLER**

Alternative Titles:

Pest Control Technician

Pest Control Operator

Applies pest management techniques to control invertebrate and insect pests inside and outside domestic, commercial and industrial premises. Registration or licensing is required.

Skill Level: 4

Specialisations:

Fumigator

Termite Technician

### **841999 FARM, FORESTRY AND GARDEN WORKERS NEC**

This occupation group covers Farm, Forestry and Garden Workers not elsewhere classified.

Skill Level: 5

Occupations in this group include:

Bush Regenerator (Aus)

Indoor Plant Technician

Irrigationist

Kelp or Seagrass Gatherer

Seed Collector

Weed Controller

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### SUB-MAJOR GROUP 85 FOOD PREPARATION ASSISTANTS

FOOD PREPARATION ASSISTANTS prepare food in fast food establishments, assist Food Trades Workers and service staff to prepare and serve food, and clean food preparation and service areas.

#### **Indicative Skill Level:**

Most occupations in this sub-major group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### **Tasks Include:**

- assisting Cooks and Chefs by assembling and preparing ingredients
- preparing salads, sandwiches, hamburgers, fish and chips and other fast foods

- packing food and beverages in containers and on trays for serving
- cleaning kitchens and food preparation areas
- cleaning cooking and general utensils

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### MINOR GROUP 851 FOOD PREPARATION ASSISTANTS

FOOD PREPARATION ASSISTANTS prepare food in fast food establishments, assist Food Trades Workers and service staff to prepare and serve food, and clean food preparation and service areas.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- assisting Cooks and Chefs by assembling and preparing ingredients
- preparing salads, sandwiches, hamburgers, fish and chips and other fast foods

- packing food and beverages in containers and on trays for serving
- cleaning kitchens and food preparation areas
- cleaning cooking and general utensils

This section contains the following subsection :

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### UNIT GROUP 8511 FAST FOOD COOKS

FAST FOOD COOKS prepare a restricted range of foods in fast food establishments.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### **Tasks Include:**

- taking and serving food and beverage orders, and receiving payment from customers
- preparing food such as hamburgers, pizzas, fish and chips
- washing, cutting, measuring and mixing foods for cooking

- operating cooking equipment such as grills, microwaves and deep-fat fryers
- cleaning food preparation areas, cooking surfaces and utensils
- ordering and taking delivery of fast food ingredients
- may arrange delivery of prepared food and beverages

**Occupation:**

851111 Fast Food Cook

**851111 FAST FOOD COOK**

Prepares a restricted range of foods in a fast food establishment.

Skill Level: 5

Specialisation:

Short Order Cook

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### UNIT GROUP 8512 FOOD TRADES ASSISTANTS

FOOD TRADES ASSISTANTS assist Food Trades Workers by performing routine food preparation, cleaning and storage tasks.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- gathering food ingredients in preparation for cooking and serving
- gathering pots and pans in preparation for cooking food ingredients

- weighing and measuring ingredients
- washing, peeling, cutting, slicing and dicing ingredients for cooking and serving
- cutting and grinding meat, poultry and seafood in preparation for cooking
- removing cooked food from ovens and food warmers
- washing work areas, equipment, utensils, dishes and silverware
- storing food supplies, equipment, utensils, dishes and silverware in refrigerators, cupboards, pantries and other storage areas
- informing Foods Trade Workers when food supplies are low

**Occupations:**

851211 Pastrycook's Assistant  
851299 Food Trades Assistants nec

**851211 PASTRYCOOK'S ASSISTANT**

Assists a Pastrycook by performing routine tasks in the kitchen such as preparing ingredients, and cleaning and storing equipment.

Skill Level: 5

Specialisation:

Bakery Assistant

**851299 FOOD TRADES ASSISTANTS NEC**

This occupation group covers Food Trades Assistants not elsewhere classified.

Skill Level: 5

Occupations in this group include:

Butcher's Assistant  
Chef's Assistant  
Cook's Assistant

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### UNIT GROUP 8513 KITCHENHANDS

KITCHENHANDS assist kitchen and service staff in preparing and serving food, and clean food preparation and service areas.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- cleaning kitchens, food preparation areas and sculleries
- cleaning cooking and general utensils used in kitchens and restaurants

- transferring, weighing and checking supplies and equipment
- assembling and preparing ingredients for cooking, and preparing salads, savouries and sandwiches
- packing food and beverage trays for serving
- cooking, toasting and heating simple food items

**Occupation:**

851311 Kitchenhand

**851311 KITCHENHAND**

Alternative Title:

Kitchen Steward

Assists kitchen and service staff in preparing and serving food, and cleans food preparation and service areas.

Skill Level: 5

Specialisations:

Dishwasher

Pantry Attendant

Sandwich Hand

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### SUB-MAJOR GROUP 89 OTHER LABOURERS

This sub-major group covers Labourers not elsewhere classified.  
It includes Freight Handlers and Shelf Fillers.

#### Indicative Skill Level:

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal

qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

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### MINOR GROUP 891 FREIGHT HANDLERS AND SHELF FILLERS

FREIGHT HANDLERS AND SHELF FILLERS load and unload trucks, containers and rail cars, transfer cargo between ships and other forms of transport and storage facilities, and fill shelves in stores and supermarkets.

#### **Indicative Skill Level:**

Most occupations in this minor group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### **Tasks Include:**

- receiving goods and checking against documents
- operating equipment to load, unload and move goods
- securing loads to prevent shifting during transport

- replenishing empty shelves in stores and supermarkets
- collecting goods from stockrooms to place on shelves

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UNIT GROUP 8911 Freight and Furniture Handlers

### UNIT GROUP 8911 FREIGHT AND FURNITURE HANDLERS

FREIGHT AND FURNITURE HANDLERS load and unload trucks, containers and rail cars, and transfer cargo between ships and other forms of transport and storage facilities.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- labelling goods with customers' details and destinations
- loading goods into trucks, containers and rail wagons, and securing loads



- assisting to tie down loads and cover them with tarpaulins
- guiding truck drivers into loading bays and through confined spaces
- performing clerical functions to record and check cargo on arrival, storage and despatch
- opening and closing hatches and securing cargo to prevent shifting during voyages
- transferring loads using moving equipment and directing equipment operations using communication systems
- stacking cargo on pallets, trays, flats and slings to facilitate transfer to and from ships

### **Occupations:**

891111 Freight Handler (Rail or Road)

891112 Truck Driver's Offsider

891113 Waterside Worker

### **891111 FREIGHT HANDLER (RAIL OR ROAD)**

Alternative Title:

Freight Loader

Loads and unloads freight trucks, containers and rail cars.

Skill Level: 5

### **891112 TRUCK DRIVER'S OFFSIDER**

Loads and unloads trucks and containers.

Skill Level: 5

Specialisation:

Furniture Removalist's Assistant

### **891113 WATERSIDE WORKER**

Alternative Titles:

Stevedore

Wharf Labourer

Transfers cargo between ships and other forms of transport or storage facilities.

Skill Level: 5

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UNIT GROUP 8912 Shelf Fillers

### UNIT GROUP 8912 SHELF FILLERS

SHELF FILLERS fill up shelves and display areas in stores and supermarkets.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### **Tasks Include:**

- placing goods neatly in bins and on racks, and stacking bulky goods on floors
- filling shelves with goods ensuring goods with the earliest use-by dates are at the front of shelves
- noting what has been sold and collecting goods needed from the stockroom using a trolley

- maintaining shelf order by removing stock belonging to a different location
- may help customers find goods they need
- may price goods

**Occupation:**

891211 Shelf Filler

**891211 SHELF FILLER**

Alternative Title:

Night Filler

Fills up shelves and display areas in a store or supermarket.

Skill Level: 5

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### MINOR GROUP 899 MISCELLANEOUS LABOURERS

This minor group includes Labourers not elsewhere classified.

It includes Caretakers, Deck and Fishing Hands, Handypersons, Motor Vehicle Parts and Accessories Fitters, Printing Assistants and Table Workers, Recycling and Rubbish Collectors, and Vending Machine Attendants.

#### Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

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GROUP 8991 Caretakers

### UNIT GROUP 8991 CARETAKERS

CARETAKERS maintain and clean residential buildings, schools, offices, holiday camps, caravan parks and associated grounds.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- filling out registration forms and providing tenants with copies of rules
- collecting rent, and filling out and issuing receipts

cleaning common facilities, grounds and gardens, replacing light bulbs, checking fire hoses and extinguishers, and performing other cleaning and maintenance tasks

- notifying management and owners of buildings of the need for major repairs
- cautioning tenants regarding excessive noise, disorderly conduct and abuse of property
- patrolling buildings to ensure security is maintained
- purchasing cleaning supplies

**Occupation:**

899111 Caretaker

**899111 CARETAKER**

Maintains and cleans a residential building, school, office, holiday camp or caravan park and associated grounds.

Skill Level: 5

Specialisation:

Janitor

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GROUP 8992 Deck and Fishing Hands

### UNIT GROUP 8992 DECK AND FISHING HANDS

DECK AND FISHING HANDS maintain ships' equipment and structures, and catch fish, crustacea and molluscs.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- handling ropes and wires, and operating mooring equipment when berthing and unberthing

- standing lookout watches at sea and adjusting the ship's course as directed
- assisting with cargo operations using on-board equipment and stowing and securing cargo
- patrolling ships to ensure safety of the vessel, cargo and passengers
- performing routine maintenance and checks on deck equipment, cargo gear, rigging, and lifesaving and firefighting appliances
- attaching gear and fastening towing cables to nets
- casting and lowering nets, pots, lines and traps into water
- preparing lines, attaching running gear and bait, and setting lines into position
- hauling in fishing gear and removing fish and other marine life
- sorting, cleaning, preserving, stowing and refrigerating catch

**Occupations:**

899211 Deck Hand  
899212 Fishing Hand

**899211 DECK HAND**

Alternative Title:

Seafarer

Performs maintenance and lookout tasks aboard a ship.  
Skill Level: 4

Specialisations:

Barge Hand  
Ferry Hand  
Tug Hand

**899212 FISHING HAND**

Alternative Title:

Fishing Boat Mate

Catches fish, crustacea and molluscs using nets, pots, lines and traps in ocean and inland waters.  
Skill Level: 4

Specialisations:

Cray Fishing Hand

Prawn Trawler Hand  
Purse Seining Hand

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GROUP 8993 Handypersons

### UNIT GROUP 8993 HANDYPERSONS

HANDYPERSONS clean, paint, repair and maintain buildings, grounds and facilities.

#### **Indicative Skill Level:**

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### **Tasks Include:**

- repairing broken windows, screens, doors, fences, barbecues, picnic tables, shelves, cupboards and other items
- replacing defective items such as light bulbs

- repairing and painting interior and exterior surfaces such as walls, ceilings and fences
- clearing rubbish and leaves from driveways and grounds
- mowing lawns and cultivating gardens
- adjusting doors and windows
- replacing tap washers
- putting up handrails and grab rails

**Occupation:**

899311 Handyperson

**899311 HANDYPERSON**

Cleans, paints, repairs and maintains buildings, grounds and facilities.

Skill Level: 5

Specialisation:

Hotel Yardperson

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GROUP 8994 Motor Vehicle Parts and Accessories Fitters

### UNIT GROUP 8994 MOTOR VEHICLE PARTS AND ACCESSORIES FITTERS

MOTOR VEHICLE PARTS AND ACCESSORIES FITTERS fit and replace parts and accessories on motor vehicles.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- removing old and damaged parts and cleaning surrounding areas on vehicles

- fitting batteries and installing accessories such as sun roofs, stereos and alarms
- removing damaged glass, trimming strips and rubber seals from window frames and mountings on motor vehicles, positioning new windscreens and glass windows on frames and attaching and sealing them
- inspecting, removing and repairing muffler mountings, and fitting new mufflers, extractors and exhaust pipes
- removing radiators from vehicles and cleaning and repairing them
- installing new or repaired radiators into vehicles and repairing and replacing other units in the cooling system such as thermostats, head gaskets and water pumps
- inspecting tyres to determine which repair action to implement and repairing punctures in tubes and tubeless tyres
- operating air driven equipment to remove and refit tyres and tubes on vehicles
- balancing wheels and tyres using static and electronic equipment

### **Occupations:**

899411 Motor Vehicle Parts and Accessories Fitter (General)

899412 Autoglazier

899413 Exhaust and Muffler Repairer

899414 Radiator Repairer

899415 Tyre Fitter

### **899411 MOTOR VEHICLE PARTS AND ACCESSORIES FITTER (GENERAL)**

Fits and replaces parts and accessories on motor vehicles.

Skill Level: 4

### **899412 AUTOGLAZIER**

Alternative Title:

Windscreen Fitter

Repairs and replaces windscreens and side and rear glass in motor vehicles.

Skill Level: 4

Specialisation:

Vehicle Window Tinter

### **899413 EXHAUST AND MUFFLER REPAIRER**

Alternative Title:

Exhaust and Muffler Fitter

Repairs and replaces defective exhaust and muffler systems in motor vehicles.

Skill Level: 4

### **899414 RADIATOR REPAIRER**

Alternative Title:

Radiator Fitter

Repairs and replaces radiators and cooling systems in motor vehicles.

Skill Level: 4

### **899415 TYRE FITTER**

Fits, repairs and replaces tyres on motor vehicles.

Skill Level: 4

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GROUP 8995 Printing Assistants and Table Workers

### UNIT GROUP 8995 PRINTING ASSISTANTS AND TABLE WORKERS

PRINTING ASSISTANTS AND TABLE WORKERS perform routine printing tasks, operate bindery machines and perform manual binding and finishing of books and printed products.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### Tasks Include:

- assisting with setting up, operating and adjusting machines

- maintaining and lubricating printing and bindery machines
- clearing waste and cleaning work areas and machines
- folding, collating and fastening printed products by machine and hand
- performing hand binding and finishing operations
- operating specialised machines such as casing-in and mini binders, and automatic carton folding and gluing machines
- carrying out routine quality control

### Occupations:

899511 Printer's Assistant  
899512 Printing Table Worker

### 899511 PRINTER'S ASSISTANT

Performs routine tasks in the production of printed materials.  
Skill Level: 4

### 899512 PRINTING TABLE WORKER

Alternative Titles:

Printing Bindery Assistant  
Printing Table Hand

Operates bindery machines and performs manual binding and finishing of books and printed products.  
Skill Level: 4

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GROUP 8996 Recycling and Rubbish Collectors

### UNIT GROUP 8996 RECYCLING AND RUBBISH COLLECTORS

RECYCLING AND RUBBISH COLLECTORS collect household, commercial and industrial waste for recycling and disposal.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- riding on and in garbage and recycling trucks
- collecting rubbish and items for recycling from domestic, commercial and industrial premises

- loading rubbish and recycling into bins and garbage and recycling trucks
- unloading garbage and recycling trucks
- may operate compacting equipment on garbage trucks
- may supervise other garbage collectors

**Occupation:**

899611 Recycling or Rubbish Collector

**899611 RECYCLING OR RUBBISH COLLECTOR**

Alternative Title:

Waste Removalist

Collects household, commercial and industrial waste for recycling or disposal.

Skill Level: 5

Specialisation:

Garbage Depot Worker

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GROUP 8997 Vending Machine Attendants

### UNIT GROUP 8997 VENDING MACHINE ATTENDANTS

VENDING MACHINE ATTENDANTS stock and maintain vending and amusement machines and collect money from coin boxes.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Tasks Include:

- loading, unloading and transporting stock and equipment
- replenishing vending machines with stock

- clearing money from machines, accounting for money collected, and checking monitoring systems
- keeping stock records, and machine maintenance and repair records
- may test vending machines' dispensing, coin-handling, electrical, refrigeration, carbonation and ice-making systems
- may adjust and repair vending machines and replace defective mechanical and electrical parts using hand tools and soldering-irons

**Occupation:**

899711 Vending Machine Attendant

**899711 VENDING MACHINE ATTENDANT**

Alternative Title:

Vending Machine Refiller

Stocks and maintains vending and amusement machines and collects money from coin boxes.

Skill Level: 5

Specialisation:

Poker Machine Attendant

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### UNIT GROUP 8999 OTHER MISCELLANEOUS LABOURERS

This unit group covers Labourers not elsewhere classified.

It includes Bicycle Mechanics, Car Park Attendants, Crossing Supervisors, Electrical or Telecommunications Trades Assistants, Leaflet or Newspaper Deliverers, Mechanic's Assistants, Railways Assistants, Sign Erectors, Ticket Collectors or Ushers,-Trolley Collectors and Road Traffic Controllers.

#### Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### Occupations:



899911 Bicycle Mechanic  
899912 Car Park Attendant  
899913 Crossing Supervisor  
899914 Electrical or Telecommunications Trades Assistant  
899915 Leaflet or Newspaper Deliverer  
899916 Mechanic's Assistant  
899917 Railways Assistant  
899918 Sign Erector  
899921 Ticket Collector or Usher  
899922 Trolley Collector  
899923 Road Traffic Controller  
899999 Labourers nec

### **899911 BICYCLE MECHANIC**

Alternative Titles:

Bicycle Repairer  
Bicycle Technician

Repairs and adjusts bicycles, and assembles bicycle kits.

Skill Level: 5

### **899912 CAR PARK ATTENDANT**

Operates and maintains a car parking facility by guarding cars in parking areas and collecting fees at car park entry or exit points. May drive and park cars, and operate boom gates.

Skill Level: 5

### **899913 CROSSING SUPERVISOR**

Assists children, disabled and other pedestrians to cross roads by stopping traffic and ensuring all pedestrians have crossed safely before allowing traffic to flow through the crossing.

Skill Level: 5

### **899914 ELECTRICAL OR TELECOMMUNICATIONS TRADES ASSISTANT**

Assists Electrotechnology and Telecommunications Trades Workers to install and maintain electrical and

telecommunications systems.

Skill Level: 5

#### **899915 LEAFLET OR NEWSPAPER DELIVERER**

Collects leaflets or newspapers from a collection point and delivers them to homes in a specified area.

Skill Level: 5

#### **899916 MECHANIC'S ASSISTANT**

Assists Motor Mechanics to replace and repair worn and defective parts, re-assemble mechanical components, change oil and filters, and perform other routine mechanical tasks.

Skill Level: 5

Specialisation:

Lube Attendant

#### **899917 RAILWAYS ASSISTANT**

Assists with operating and maintaining facilities at a railway station by updating platform indicators showing train times and destinations, collecting and checking passenger tickets, giving signals for train departures, and cleaning station facilities.

Skill Level: 5

#### **899918 SIGN ERECTOR**

Erects and installs signs, and cleans signs and their sites after installation.

Skill Level: 5

#### **899921 TICKET COLLECTOR OR USHER**

Alternative Title:

Venue Attendant

Collects tickets or admission passes and ushers patrons to their seats at an entertainment, sporting or recreational venue, prepares the venue before an event and locks up premises afterwards.

Skill Level: 5

Specialisations:

Entertainment Usher

Gatekeeper

Turnstile Attendant

### **899922 TROLLEY COLLECTOR**

Collects supermarket trolleys from car parks and other areas, and returns them to the supermarket by hand or trailer. May drive a small tractor to tow the trolleys.

Skill Level: 5

### **899923 ROAD TRAFFIC CONTROLLER**

Manually directs road traffic and pedestrian flows on, near, or adjacent to roads during road closures or part road closures due to construction, maintenance or roadside works; public events; or emergency responses using signs and devices to ensure the safety of workers, motorists and pedestrians.

Skill Level: 5

Specialisation:

Events Traffic Controller

### **899999 LABOURERS NEC**

This occupation group covers Labourers not elsewhere classified.

Skill Level: 5

Occupations in this group include:

Bowling Alley Attendant

Grip

Milk Runner

Racecourse Barrier Attendant

Stagehand

Studio Hand

Swimming Pool Serviceperson

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